

No.02/01/2020-NCLT
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated, the 25th September, 2020

OFFICE MEMORANDUM

Expression of interest is invited from the recognized professional agencies having adequate experience in making recruitment in Central Government, Public Sector Undertakings, Tribunals and the like, by undertaking all activities from the stage of stage of inviting applications till preparation of select list of suitable candidates for appointment to the posts by direct recruitment in National Company Law Tribunal (NCLT) as per notified Recruitment Rules. The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020 are available at NCLT's website under the link 'Public Notice'.

Brief details of the posts to be filled up by direct recruitment as per the notified Recruitment Rules are as under:

Sl. No.	Name of Post	Total No. of Post (s)	Pay Band or Grade Pay or Pay Scale	Method of Recruitment	No. of posts to be filled by direct recruitment	Age limit for direct recruits.	Educational and other qualifications for direct recruits.
1	Assistant Library Information Officer	10	Level 7 (Rs. 44900 – 142400)	By Direct Recruitment failing which by deputation/ absorption.	10	Between 18 and 30 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Direct Recruitment: (i) Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute or Bachelor Degree in any discipline from a recognised university with Diploma in Library Science; (ii) Two years professional experience in a library.

2	Assistant Programmer	03	Level 7 (Rs. 44900 – 142400)	By direct recruitment.	03	Between 18 and 30 years of age. Note: Relaxable for Government servant upto five years in accordance with the instructions or orders issued by the Central Government	Bachelor of Engineering or Bachelor of Technology in Computer Science or Information Technology or Master in Compute Applications or equivalent degree from a recognised institute.
3	Junior Legal Assistant	29	Level 6 (Rs. 35400 – 112400)	100% by direct recruitment	29	Between 18 and 30 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Graduate in Law from a recognized University and having knowledge of computer operation.
4	Assistant	32	Level 6 (Rs. 35400 – 112400)	(i) 50% by direct recruitment. (ii) 50% by promotion failing which by deputation / absorption.	16	Between 18 and 30 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Direct Recruitment: Degree in any discipline preferably in Law from a recognized university and having knowledge of computer operation.
5	Stenographer Grade-II/PA	14	Level 6 (Rs.	(1) 50% by direct recruitment	07	Between 18 and 30 years of age. Note 1: Relaxable for	Direct Recruitment:

			35400 – 112400)	(2) 50% by promotion failing which by deputation / absorption.		Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	(i) 12th class pass or equivalent from recognised board. (ii) Skill Test Norms: Dictation: 10 minutes @ 100 w.p.m. (English). Transcription: 50 w.p.m. on computer.
6	Stenographer Grade-III	15	Level 4 (Rs. 25500 – 81100)	By direct recruitment on the basis of written examination and skill test in English Shorthand at the prescribed speed failing which by deputation.	15	Between 18 and 25 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Direct Recruitment: (i) 12th Class Pass or equivalent from a recognised Board or University; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 w.p.m. on computer.
7	Lower Division Clerk	19	Level 2 (Rs. 19900 – 63200)	(i) 50% by direct recruitment on the basis of written examination and skill test in English Typing on computer at the prescribed speed; (ii) 25% by seniority cum fitness from amongst the Group C staff in the Tribunal who have 3 years regular service Level-1 in Pay Matrix of Seventh Central Pay Commission and possess 12th Class Pass or	09	Between 18 and 25 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and	Direct Recruitment: (i) 12th Class or equivalent qualification from a recognized Board or University; (ii) Typing speed of 35 w.p.m. in English on computer. [35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word]

				<p>equivalent qualification along with typing speed of 35 w.p.m. in English on computer on the basis of limited departmental examination. The maximum age for eligibility for examination is 45 years (50 years of age for the Scheduled Case/Scheduled Tribes);</p> <p>Note: If more or such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination or considered before those who qualify at a later examination.</p> <p>(iii) 25% by promotion on seniority-cum-fitness basis from Group C employees who have three years regular service in Level-1 in Pay Matrix of Seventh Central Pay Commission along with typing speed of 35 w.p.m. in English on computer.</p>		Lakshadweep.	
8	Multi-Tasking Staff	42	Level 1 (Rs. 18000 – 56900)	By direct recruitment.	42	Between 18 and 25 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.	Matriculation Pass or equivalent from a recognized board.

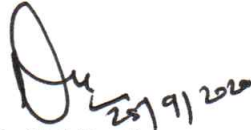
						Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	
					Total:	131	

Number and nomenclature of posts to be filled may increase or decrease.

Expression of interest including details of charges for undertaking all activities from the stage of inviting applications till preparation of select list of candidates for appointment to the above posts may be submitted in sealed cover to the following address:-

The Assistant Registrar (Admin),
National Company Law Tribunal,
6th Floor, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

Last date for receipt of expression of interest in sealed cover is **16.10.2020**.
Expression of interest received after the last date will not be considered and will be summarily rejected.



(Nasreen B. Siddiqui)
Assistant Registrar, NCLT
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