

No. 10/98/2017-NCLT  
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3, CGO Complex,  
Lodhi Road, New Delhi- 110003  
Dated, the 3<sup>rd</sup> December, 2018.

OFFICE MEMORANDUM

Subject: Engagement of Private Secretary and Stenographer purely on contractual assignment in the National Company Law Tribunal (NCLT), Kolkata Bench.

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Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Private Secretary and Stenographer in National Company Law Tribunal (NCLT), Kolkata Bench purely on contractual assignment initially for a period of one year for filling up existing/future vacancies:-

- (i) Graduate in any discipline from a recognised University, and
  - (ii) Having speed in English Shorthand @ 100 wpm.
2. Separate application be submitted for each post.
3. Preference will be given to the retired government employees.
4. The terms and conditions of the contractual assignment shall be as under:-
  - (i) The period of contract initially will be for one year, 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 as under:-

Post	Remuneration per month
Private Secretary	Rs.42,000/-
Stenographer	Rs.45,000/-
  - (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 regular leave except casual leave on pro-rata basis. They will not leave headquarters without seeking prior 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 him/her.

5. The interested eligible candidates who are willing to serve in the NCLT, Kolkata Bench may submit their applications on the attached prescribed format to the following address:-

**The Deputy Registrar,  
National Company Law Tribunal,  
5, Esplanade Row (West), Town Hall Ground & 1<sup>st</sup> Floor,  
Kolkata-700 001. [Email: [registrar-kol@nclt.gov.in](mailto:registrar-kol@nclt.gov.in)]**

6. Last date for receipt of applications is **17.12.2018**. Applications received after the last date, incomplete, unsigned and not on the prescribed format, will not be considered.

7. 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.

8. 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

9. 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.



(Akhilesh Kumar Singh)

Under Secretary, NCLT, New Delhi

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



**FORMAT OF APPLICATION FOR THE POST OF PRIVATE SECRETARY/ STENOGRAPHER**  
**PURELY ON CONTRACTUAL BASIS IN NATIONAL COMPANY LAW TRIBUNAL,**  
**KOLKATA BENCH**

[Last date for receipt of applications: **17.12.2018**]

		Paste here <b>self-attested</b> recent coloured passport size photograph.
1.	Post applied for [separate application be submitted for each post]	
2.	Name in Full (IN CAPITAL LETTERS)	
3.	Date of Birth	
4.	Date of Retirement	
5.	Post and the office/department from which retired.	
6.	PPO No. if any [in case of retired government employees]	
7.	Father's Name	
8.	Correspondence Address	
9.	Permanent Address	
10.	Telephone/ Mobile Number <b>and</b> 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:					
	Name of Board/ University	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject/ 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.	Period of service		Nature of duty/ experience.
				From	To	
15.	Details of penalties, if any, imposed during the service.					

[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: \_\_\_\_\_