

No. 10/57/2017-NCLT (Pt-II)  
**NATIONAL COMPANY LAW TRIBUNAL**

6th Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
Dated: 21<sup>st</sup> December, 2018.

OFFICE MEMORANDUM

- Subject: (i) Engagement of retired government officers/officials purely on contractual assignment as Deputy Registrar, Assistant Registrar and Court Officer in National Company Law Tribunal (NCLT), Cuttack Bench.
- (ii) Engagement of Private Secretary and Stenographer purely on contractual assignment in the National Company Law Tribunal (NCLT), Cuttack Bench.

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Applications are invited for engagement to the following positions purely on contractual assignment in National Company Law Tribunal, Cuttack Bench for filling up existing/future vacancies:-

- (i) Deputy Registrar, Assistant Registrar and Court Officer from retired government officers/officials, and
  - (ii) Private Secretary and Stenographer from candidates fulfilling the qualifications mentioned below:-
    - (a) Graduate in any discipline from a recognised University, and
    - (b) Having speed in English Shorthand @ 100 w.p.m.
2. For Deputy Registrar, Assistant Registrar and Court Officer, the maximum age limit for retired government officers/officials is 62 years as on 1<sup>st</sup> January, 2019. Preference will be given to persons having prior experience in court/tribunal. In case of deserving candidates, age relaxation could be considered.
3. For Private Secretary and Stenographer, even the young candidates meeting the above qualifications can apply. However, preference will be given to retired government employees.
4. Other terms and conditions of the contractual assignment shall be as under:-
- (i) The period of contract initially will be for one year or till filling up of the post by regular staff, whichever is earlier, however 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 for the posts shall be as under:-

Sl. No.	Name of the Post	Remuneration (per month)
1.	Deputy Registrar	Rs.60,000/-
2.	Assistant Registrar	Rs.55,000/-
3.	Court Officer	Rs.45,000/-
4.	Private Secretary	Rs.42,000/-
5.	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 the station without 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, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration. The Private Secretary and Stenographer 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, Cuttack Bench may submit their applications on the attached prescribed format to the following address:-

The Under Secretary, National Company Law Tribunal,  
Room No. 614, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.

6. Last date for receipt of applications is **07.01.2019**. Applications received after last date, incomplete, unsigned and not on the prescribed format will not be considered.

7. In case large number of applications are received for the post of Private Secretary and Stenographer, 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.

8. No TA/DA will be admissible for appearing in the skill test or interview.

9. No supporting documents need be attached with the application at this stage. The candidates who are called for interview will be required to submit at that stage 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

10. 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 engaged, the contractual assignment will be liable to be terminated forthwith.

  
(P.C. JAIN)

Deputy Registrar, NCLT

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



FORMAT OF APPLICATION FOR ENGAGEMENT AS  
**DEPUTY REGISTRAR/ASSISTANT REGISTRAR/COURT OFFICER/PRIVATE**  
**SECRETARY/STENOGRAPHER PURELY ON CONTRACTAL ASSIGNMENT**  
**IN NATIONAL COMPANY LAW TRIBUNAL, CUTTACK**

[Last date for receipt of applications: **07.01.2019**]

	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 (if applicable)	
5.	Post and the office/ department from which retired (if applicable)	
6.	PPO No. (if any)	
7.	Father's Name	
8.	Correspondence Address	
9.	Permanent Address	
10.	Telephone/Mobile Number/ Fax Number/ Email Id. ( <b>Telephone/mobile number and Email Id. are mandatory</b> )	
11.	Present occupation, if any.	
12.	Speed in English Shorthand (in w.p.m.) [for Private Secretary/Stenographer]	

13.	Educational Qualifications:					
	Name of Board/ University	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject(s)/ Specialization.
14.	Details of employment, if any [till retirement in case of retired government servant]:					
	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: \_\_\_\_\_