



## National Company Law Tribunal

Block No.3, 6<sup>th</sup> floor, C.G.O. Complex, Lodhi Road, New Delhi-110003

File No. 10/61/2022-NCLT /2648

Date: - 14 .09.2022

### OFFICE MEMORANDUM

**Subject: Engagement of Private Secretary purely on contractual assignment in various Benches of the National Company Law Tribunal (NCLT).**

Applications are invited for engagement of **Private Secretaries purely on contractual assignment** in Jaipur, Allahabad, Guwahati, Cuttack, Amravati, Bengaluru, Kolkata, Hyderabad, Ahmedabad and Chennai Benches of National Company Law Tribunal (NCLT), New Delhi for filling up existing/future vacancies for a period of one year.

2. The Essential Qualifications for the post are:

- (i) Graduate in any discipline from a recognised University. and
- (ii) Having speed in English Shorthand 100 wpm;
- (iii) **Age not exceeding 62 years as on the last date for filing application.**

Candidates meeting the above qualifications can apply. **Private Secretaries working in various Benches of the NCLT on contractual basis may also apply through proper channel.**

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. 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 three months' advance written notice.
- (ii) The contractual assignment shall not confer any right or claim to any regularization or continuance in service.
- (iii) The remuneration for the Private Secretary will be lumpsum amount of Rs. 50,000/- per month.
- (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.

*[Handwritten signature]*  
14/9

(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 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.

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

- (i) Candidates who are working as Contractual Private Secretaries in various NCLT Benches have to apply through their Office;
- (ii) Open market candidates may submit the applications by post to the following address:

All applications have to be submitted by post.

Secretary,  
National Company Law Tribunal,  
Room No. 609, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi - 110 003.

Note 1: No email application would be entertained and the same would not be taken into consideration.

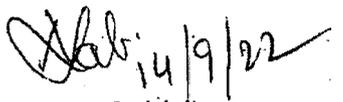
Note 2: No hand delivery of applications in NCLT New Delhi would be taken.

5. Last date for receipt of applications is 17.10.2022. Applications received after due date, incomplete, unsigned and not in the prescribed format will not be considered and will be summarily rejected.

6. In case large numbers of applications are received for the post of Private Secretary, only shortlisted candidates will be called for skill test in English Shorthand and 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 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.

8. The candidature will be liable to be rejecting 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.

  
(Anupam Lahiri)  
Secretary, NCLT

**FORMAT OF APPLICATIONS FOR ENGAGEMENT AS PRIVATE SECRETARY  
PURELY ON CONTRACTUAL ASSIGNMENT IN NATIONAL COMPANY LAW  
TRIBUNAL**

(Last date of receipt of applications: 17.10.2022)

Paste here self-  
attested passport  
size coloured  
photograph

1.	Post Applied For	:	<b>PRIVATE SECRETARY</b>
2.	Bench (es) for which applied Maximum 3 Choices	:	
3.	Name (IN BLOCK LETTERS)	:	
4.	Fathers Name	:	
5.	Date of Birth	:	
6.	Date of retirement (if applicable)	:	
7.	Post and the office/ department from which retired (if applicable)	:	
8.	PPO No. (if any)	:	
9.	Marital Status (Married/ Unmarried)	:	
10.	Whether SC/ST/OBC/PWD etc. If, Yes State.	:	
11.	Correspondence Address	:	
12.	Permanent Address	:	

14/10

13.	Telephone/ Mobile Number/Fax Number/ Email Id. (Mobile Number and email Id are mandatory)	:	
14.	Present occupation, If any	:	
15.	Speed in English Shorthand (in w.p.m)	:	
16.	<b>Educational Qualifications</b>		
	<b>Degree</b>	<b>Name of Board/ University</b>	<b>Year of Passing</b>
			<b>Percentage of Marks obtained</b>
			<b>Academic Distinction if any</b>
			<b>Subject(s)/ Specialization</b>
17	<b>Details of employment, if any (till retirement in case of retired government servant)</b>		
	<b>Name and address of the employer</b>	<b>Designation of the post held</b>	<b>Scale of pay with grade pay. If any remuneration drawn</b>
			<b>Period of Service</b>
			<b>Nature of duty/ experience</b>
18.	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: - \_\_\_\_\_

Shruti  
14/19