



F.No.02/01/2018-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

3rd Floor, B-3 Wing, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road,
New Delhi – 110003. Phone: 24306837, 24306869. Fax: 24306838

Dated: 12th February, 2018

VACANCY CIRCULAR

Subject: Engagement of Senior Legal Assistants and Junior Legal Assistants
in the National Company Law Appellate Tribunal on contract basis.

Applications are invited from Law Graduates for engagement as Senior Legal Assistant and Junior Legal Assistant in the National Company Law Appellate Tribunal (NCLAT) on contract basis.

Senior Legal Assistant – 2 (two) posts

Pay Scale: Pay Level 7 (₹ 44,900-1,42,400)

Eligibility:

- (i) Degree in Law from a recognized University.
- (ii) Minimum three years' experience of Legal Research.
- (iii) Knowledge of computer operations.

Junior Legal Assistant – 3 (three) posts

Pay Scale: Pay Level 6 (₹ 35,400-1,12,400)

Eligibility:

- (i) Degree in Law from a recognized University.
- (ii) Knowledge of computer operations.

2. Period of appointment:

The period of contractual appointment will be initially for a period of one year, subject to satisfactory performance. If the services are not found satisfactory at any point of time, the Competent Authority shall be at liberty to terminate the contract with immediate effect without assigning any reason.

3. Age limit:

The maximum age of the applicant as on the closing date of receipt of applications shall not be more than 37 years.

4. Pay and allowances:

The consolidated monthly remuneration shall be fixed according to the Entry Pay prescribed for the respective post plus D.A. applicable at the time of engagement on contract basis.

No other allowance like House Rent Allowance, Transport Allowance, etc. shall be given apart from the consolidated fixed monthly remuneration.

5. Documents to be submitted at the time of application:

- (i) Application in the prescribed format as per Annexure-I.
- (ii) Self-attested photocopies of the educational qualifications.
- (iii) Self-attested photocopies of the PAN Card, Aadhaar Card and proof of residential address (in case the local residential address given in the application is different from the address shown in the Aadhaar Card).
- (iv) Self-attested photocopies of the experience certificate (if any).

6. General terms and conditions of appointment, applicable to both Senior Legal Assistant and Junior Legal Assistant.

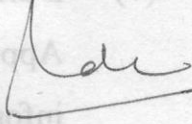
- (i) The personnel will not be entitled to any regular leave except Casual Leave on pro rata basis.
- (ii) The personnel shall not undertake any other assignment during the period of contract.
- (iii) The personnel shall submit Police Clearance/Verification Certificate within one month from the date of appointment on contract basis in the NCLAT.
- (iv) The normal working days of the Registry of the NCLAT are Monday to Saturday (except 2nd Saturday). However, the personnel may be called on 2nd Saturday, Sundays and any other holidays, if required. They shall not be entitled to any compensatory leave in lieu thereof.
- (v) During the period of assignment with the National Company Law Appellate Tribunal, it is likely that the personnel may come across certain information of importance or of confidential nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of their assignment, but also thereafter. More importantly, they will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorized by the competent authority to do so.
- (vi) On selection the personnel will be required to submit an "Agreement of contract for engagement as Senior Legal Assistant/Junior Legal Assistant (contractual)" as prescribed in the Annexure -II.

7. The National Company Law Appellate Tribunal reserves the right not to fill up any or all the above posts.

8. The application in the prescribed proforma (Annexure-I), complete in all respects may be sent to the undersigned at the aforesaid address along with all the necessary documents on or before 16th April, 2018. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

9. **The candidates engaged on contract basis shall have no right whatsoever to claim regular employment in the NCLAT against the post to which they have been selected. The appointment on contractual basis will be on full time basis and they shall not be permitted to take up any other assignment during the period of engagement with the NCLAT.**

10. The Vacancy Circular along with Annexures I and II can be downloaded from the website of the National Company Law Appellate Tribunal <http://www.nclat.nic.in>.



(C.S. Sudha)
Registrar

APPLICATION FOR THE POST OF:

Paste your
recent Passport
Size
Photograph
here

1. Name :
2. Date of Birth :
3. Mobile Number :
4. Email address :
5. Permanent residential address :
6. Address for communication :
7. Educational Qualifications :
8. Details of knowledge in computer :
9. Employment details :
10. Total work experience :
11. Work experience in the field of law :
12. Additional information (if any) :

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. If any information is found incorrect at any point of time, I understand that my employment will be terminated with immediate effect. In addition, the National Company Law Appellate Tribunal shall be at liberty to take any other action as per the law for furnishing the false information by me.

Signature of the Applicant with date

Annexure-II

**AGREEMENT OF CONTRACT FOR ENGAGEMENT AS SENIOR
LEGAL ASSISTANT / JUNIOR LEGAL ASSISTANT (CONTRACTUAL)**

I (name of person in Capital letters)
Son/daughter/wife of Resident of
do hereby agree and affirm as follow: -

1. That I have applied for the position of and in consideration of the application I have been offered to be engaged as on contractual basis in the National Company Law Appellate Tribunal (NCLAT), vide their offer letter number dated (herein after called "offer letter"), for the period of one year.
2. That I have been conveyed the Terms and Conditions of engagement as (contractual) in the offer letter and I have agreed to the same.
3. I also agree that my engagement with the NCLAT is for a limited period, as indicated in the offer letter and I shall not have any claim whatsoever to any existing or future regular post in the NCLAT.
4. I also agree that the NCLAT has full right to terminate my contract of engagement as if my services are not found satisfactory by the Competent Authority at any point of time.

Place:

Date:

(Signature)

Name of the Person