



**NATIONAL COMPANY LAW TRIBUNAL, BENGALURU BENCH
CORPORATE BHAVAN, 12TH FLOOR,
RAHEJA TOWERS, M G ROAD, BENGALURU 560 001.**

No. NCLTB/ADVT /2017

Dated: 27.09.2017

OFFICE MEMORANDUM

Subject : Engagement of Officers/Officials retired from government bodies as Private Secretary purely on contractual assignment in the National Company Law Tribunal Bengaluru Bench

Applications are invited from Officers/Officials retired from Hon'ble High Courts/Subordinate Courts/Tribunals for engagement as Private Secretary in National Company Law Tribunal (NCLT) Bengaluru Bench purely on contractual assignment for a period six months extendable for another term of six months or more or less depending upon the requirement. The candidate should have speed of 100 w.p.m in English Shorthand. The maximum age limit for the applicant is 62 years old as on 1st October 2017. Vacancy for above said post in NCLT Bengaluru Bench is **03 Nos.**

2. The terms and conditions of the contractual assignment shall be as under:-
 - (i) The period of contract initially for a period of six months, extendable for another term of six months or more or less depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. 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) The remuneration for the Private Secretary will be Rs.42,000/- 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 leave except casual leave on pro-rata basis.

- (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.
3. The interested eligible candidates who are willing to serve in the NCLT Bengaluru Bench may submit their applications on the attached prescribed format to the following address :-
- The Assistant Registrar
National Company Law Tribunal Bengaluru Bench
12th Floor, East Wing, Raheja Towers
M.G.Road, Banglore-560 001.
4. Last date for receipt of application is 20.10.2017. Applications received after due date will not be considered and summarily rejected. The candidates who are declared qualified in the skill test in English Short hand will be called for interview on same day.
5. No TA/DA will be admissible for appearing in the skill test and/or interview.
6. No supporting documents need to be attached with the application at this stage. However, 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.
7. The candidate 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 required to show the originals thereof for verification.

C.N. Saraswathi
(C.N.SARASWATHI)
ASSISTANT REGISTRAR
NATIONAL COMPANY LAW TRIBUNAL
BENGALURU BENCH.
TELEPHONE NO.080 25585827

**FORMAT OF APPLICATION FOR ENGAGEMENT OF OFFICERS/OFFICIALS
RETIRED FROM GOVERNMENT BODIES AS PRIVATE SECRETARY PURELY ON
CONTRACT BASIS IN THE NATIONAL COMPANY LAW TRIBUNAL BENGALURU
BENCH**

		Paste here self-attested recent coloured passport size				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Date of Retirement					
4	PPO No.(If any)					
5	Father's Name					
6	Correspondence Address					
7	Permanent Address					
8	Telephone/Mobile Number/Fax Number/email Id.(Telephone/mobile number and email Id are mandatory)					
9	Present occupation, If any,					
10.	Educational Qualifications :					
11	Name of Board/University	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction, if any	Subject(s)/Specialization.
12						
	Speed in English Shorthand (in w.p.m)					

10	Details of employment till retirement :					
	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	

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place :

Date :

(Signature)

Name : _____