R-12337069S Secretary

15/1/619126

F.No.2/2/2026-Estt./NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (MTNL Building), 9, C.G.O. Complex, Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: https://nclat.nic.in

Dated : September 08, 2026

OFFICE MEMORANDUM

Subject: Filling up of various posts in the National Company Law Appellate Tribunal on deputation basis.

Applications are invited to fill up the following posts in the National Company Law Appellate Tribunal (NCLAT) on deputation basis. The details of posts, pay scales, place of posting and number of vacancies are as follows: -

Sl. No.	Name of the Post	Pay Level (as per 7th CPC)	Number of Vacancy	
			Principal Bench	**Chennai Bench**
1.	Deputy Registrar	Level-12 (₹78,800-2,09,200)	01	--
2.	Programmer	Level-9 (₹53,100-1,67,800)	01	--
3.	Administrative Officer	Level-8 (₹47,600-1,51,100)	--	01
4.	Cashier	Level-4 (₹25,500-81,100)	01	--
5.	Staff Car Driver	Level-2 (₹19,900-63,200)	04	01

2. Candidates applying for more than one post or applying for more than one Bench are required to submit separate application for each Post or each Bench.

3. The eligibility criteria, qualifications, experience etc. required for each category of post are given in Annexure-I.

4. The initial period of deputation shall be for one year, which may be extended further subject to satisfactory performance.

5. (1) The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.

(2) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organisation.

6. Maximum age limit for appointment on deputation is 56 years for each post as on the closing date of receipt of applications.

7. The candidates who apply for the above post(s) will not be allowed to withdraw their application(s) subsequently.

8. **Documents required**:
(i) Application as per Annexure-II.
(ii) Certificate by the Employer at the end of Annexure-II.
(iii) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).
(iv) Attested photocopies of the APARs/ACRs for the last five years.

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

10. The application in the prescribed proforma (Annexure-II), complete in all respects with the superscription **"Application for the post of _____ in NCLAT on deputation basis"** may be sent, through proper channel along with all the necessary documents, to the **"Registrar, National Company Law Appellate Tribunal, 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex, Lodhi Road, New Delhi-110003"**. The last date of receipt of applications is two months from the date of publication of the advertisement in the Employment News. 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.

11. The Vacancy Circular along with Annexure I and II can be downloaded from the website of the National Company Law Appellate Tribunal **https://nclat.nic.in.**

(Raj Kumar)
Registrar

Distribution (It is requested that the vacancy may please be circulated amongst the officers/officials working in your Ministry/Department/Office) :-

1. Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. Registrar Generals of all Hon'ble High Courts in India.
3. Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of Govt. of India.
5. Chief Secretaries/Administrators of all the State Governments/Union Territories.
6. NCLAT website.
7. Notice Boards.

Annexure-I

Name of Post	Qualifications & Eligibility Criteria
Deputy Registrar	Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations possessing degree in law from a recognised University: (a) (i) holding analogous post on regular basis; or (ii) a post in level -11 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade, (b) having experience in administrative or establishment or court matters. **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed four years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.
Programmer	Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations possessing degree in Bachelor of Engineering or Bachelor of Technology in Computer Science or Information Technology or Master of Computer Applications or equivalent degree from a recognized institute: (i) holding analogous post on regular basis; or (ii) a post in level-8 in the pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade.

	(iii) a post in level-7 in the pay matrix of Seventh Central Pay Commission or equivalent with three years' regular service in the grade. **Note 1**: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3**: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. **Note 4**: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.
Administrative Officer	Officers working under Central Government or State Governments or Courts or Tribunals possessing preferably a degree in Law from a recognised University: (a) (i) holding analogous post on regular basis; or (ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade, or (iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years` regular service in the grade, (b) having experience in administrative or establishment or court matters. **Note 1**: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years. **Note 3**: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

	Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.
Cashier	Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations and holding: (i) analogous posts on regular basis; or (ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; and (iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade and having successfully completed cash and accounts training. **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.
Staff Car Driver	From amongst the regular Despatch Rider or Multi-Tasking Staff in level-1 in pay matrix of the Central or State Governments or Union territories administration or Courts or

	Tribunals who fulfils the following qualification and experience: - **Essential:** 1. A pass in the 10th standard from a recognized institution. 2. Possessing a valid driving licence for motor cars. 3. Knowledge of motor mechanism and be capable of removing minor defects in motor vehicle. 4. Experience of driving of a motor car for at least three years. **Desirable:** Three years' service as Home Guard or Civil Volunteer.

Annexure-II

PROFORMA FOR APPLICATION FOR APPOINTMENT ON DEPUTATION IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL

Post applied for _____

Bench applied for _____
(wherever applicable)

Affix your recent passport size photograph here

1	Name in full (IN BLOCK LETTERS)				
2	Date of Birth				
3	(i) Date of entry into service				
	(ii) Date of superannuation				
4	Service to which you belong				
5	Office address with Telephone Number and Email ID				
6	Correspondence address along with i) Mobile No. ii) Email id (mandatory)				
7	Permanent address				
8	Educational and Professional Qualifications (in ascending order starting from High School onwards)				
Sl. No.	Examination passed	Board / University	Year of passing	Duration of Course	Percentage of marks

	(self-attested photocopies of certificates enclosed)				
9	Details of employment in chronological order				
Office	Post held on regular basis	From	To	Pay Band and Grade Pay / Scale of pay of the post held on regular basis#	Nature of duties
	(self-attested photocopies of documents for the last ten years enclosed)				
10	Nature of present employment i.e. Permanent / ad-hoc / temporary				
11	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment with address c) Name of the parent office/organization d) Name of the post and pay of the post held in substantive capacity in the parent organization				
12	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.				
13.	Whether belongs to SC/ST/OBC (attested copy of the relevant certificate to be attached).				
14	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.				

Applicants not holding the post in the Level in Pay Matrix/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale vis-à-vis the Central Government pay scales.

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:
Date:

Signature of the applicant

Name:_____

Certificate to be furnished by the Employer/ Forwarding Authority:

Certified that the above particulars furnished by Mr./Ms._____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. Certified that the above particulars furnished by the applicant have been checked from available records and found correct.

2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.

3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last ten years and Records of Suspension during the last ten years in respect of the applicant are enclosed.

4. Photocopies of APARs/ACRs of the officer for the last five years duly attested are enclosed.

5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for and in the event of his/her selection for deputation in the NCLAT, he/she will be relieved of his/her duties.

Place:
Date:

.....
Signature
Name
Designation
Tel. No.
(Office Seal)