

Schedule-I

[see Rules 4, 5, and 6]

(1)

Name of post	Number of post	Classification	Level in Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Registrar	*01 (2020) *Subject to variation dependent on workload	Not applicable	Level-14 (Rs. 144200 – 218200)	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable	Not applicable	By deputation

In case of recruitment by promotion or by deputation or absorption, grade from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p>Deputation :</p> <p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service :-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in level-13A in pay matrix of Seventh Central Pay Commission or equivalent with two years regular service in the grade; or</p> <p>(iii) a post in level-13 in pay matrix of Seventh Central Pay Commission or equivalent with three years regular service in the grade; and</p> <p>(b) possessing the following essential educational qualification and experience:-</p> <p>(i) degree in law from a recognised University; and</p> <p>(ii) experience in personnel and administrative matters.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty eight years as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to</p>	<p>Selection Committee (for considering deputation) consisting of:</p> <ol style="list-style-type: none"> 1. Chairperson, National Company Law Appellate Tribunal -Chairperson; 2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT)- Member; and 3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary) -Member. 	Not applicable.

01 st 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.		
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(2)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Joint Registrar	01* (2020) *Subject to variation dependent on workload	Not applicable	Level-13 (123100 – 215900)	Selection	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Not applicable	Promotion on the basis of seniority cum merit failing which by deputation

(11)	(12)	(13)
<p>Promotion: Deputy Registrar with five years regular service in level-12 in Pay Matrix of Seventh Central Pay Commission.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation:- Officers of the Central Government or State Governments or Union Territories or</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <ol style="list-style-type: none"> 1. Chairperson, National Company Law Appellate Tribunal - Chairperson 2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT) - Member 3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) -Member. 	Not applicable.

<p>Courts or Tribunals or statutory organisations or State/Higher Judicial Service:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in level-12 in pay matrix of Seventh Central Pay Commission with five years regular service, or</p> <p>(iii) a post in level-11 in pay matrix of Seventh Central Pay Commission with ten years regular service.</p> <p>(b) (i) degree in law from a recognised University; and (ii) experience in personnel and administrative matters.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
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(3)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Financial Adviser	01* (2020) *subject to variation dependent on workload	Not applicable	Level-13 (Rs. 123100 – 215900)	Not applicable	Not applicable	Not applicable

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Not applicable.	Central Staffing Scheme	Not applicable	Not applicable	Not applicable

(4)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Deputy Registrar	01* (2020) *Subject to variation dependent on workload	Not applicable	Level 12 (Rs. 78800 – 209200)	Selection	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation/ absorption

(11)	(12)	(13)
<p>Promotion:</p> <p>(i) Assistant Registrar with five years regular service in the level-11 in Pay Matrix of Seventh Central Pay Commission.</p> <p>(ii) Principal Private Secretary with five years regular service in the level-11 in Pay Matrix of Seventh Central Pay Commission.</p> <p>In the ratio of 67:33. The first vacancy shall be filled from the category of Assistant Registrar.</p> <p>Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee) – Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) – Member;</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable.

<p>Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Level in the pay matrix of Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations a degree in law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(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,</p> <p>(b) having experience in administrative or establishment or court matters.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption 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.</p>		
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(5)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Assistant Registrar	2* (2020) *Subject to variation dependent on workload	Not applicable	Level 11 (Rs. 67700 – 208700)	Selection	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Two years in case of promotion	By promotion on the basis of seniority-cum-merit failing which by deputation/ absorption

(11)	(12)	(13)
<p>Promotion:</p> <p>(i) Court Officer with six years regular service in the level-8 in pay matrix of Seventh Central Pay Commission.</p> <p>(ii) Administrative Officer with degree in law and six years regular service in level-8 in pay matrix of Seventh Central Pay Commission,</p> <p>In the ratio of 60:40. The first vacancy shall be filled from the category of Court Officer.</p> <p>Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University:</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for confirmation and deputation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee) – Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) – Member; and</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable

<p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade, or</p> <p>(iii) a post in level-8 as per pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the Grade,</p> <p>(iv) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with seven years' regular service in the Grade,</p> <p>(b) having experience in administrative or establishment or Court matters.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption 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.</p>		
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(6)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Principal Private Secretary.	01* *subject to variation dependent on workload	Not applicable.	Level-11 (Rs. 67700 – 208700).	Selection.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Two years in case of promotion.	By promotion failing which by deputation.

(11)	(12)	(13)
<p>Promotion:</p> <p>Private Secretary in level-8 in pay matrix of Seventh Central Pay Commission with six years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation:</p> <p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing preferably a degree in law from a recognised university:</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or</p> <p>(iii) a post in level-8 in pay matrix of Seventh Central Pay Commission with six years' service in that grade; or</p> <p>(iv) a post in level-7 in pay matrix of Seventh Central Pay Commission with seven years' regular service in the grade,</p> <p>(iv) a post in level-6 in pay matrix of Seventh Central Pay Commission with ten years regular service in the grade</p> <p>(b) Having experience in administrative or establishment or court matters.</p> <p>Note 1: The departmental officers in the</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation and confirmation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee) – Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary /Director) – Member;</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable.

<p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption 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.</p>		
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(7)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7. Programmer	01* (2020) *Subject to variation dependent on workload.	Not applicable.	Level-9 (Rs. 53100 - 167800).	Non-Selection.	Not Applicable.	Not Applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion on the basis of seniority-cum-merit failing which by deputation.

(11)	(12)	(13)
<p>Promotion:</p> <p>Assistant Programmer with three years' regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)– Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Director/Deputy Secretary) - Member; and</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable.

<p>along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 grade pay or pay scale extended based on the recommendations of the Commission.</p> <p>Deputation/Absorption:</p> <p>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 recognised institute:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(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.</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or</p>		
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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.		
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(8)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
8. Accounts Officer.	01* (2020) *subject to variation dependent on workload.	Not applicable.	Level-10 (Rs. 56100 – 177500).	Not applicable.	Not applicable.	Not applicable.

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	From Civil Accounts Service.	Not applicable.	Not applicable.	Not applicable.

(9)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
9. Court Officer.	03* (2020) * subject to variation dependent on workload.	Not applicable.	Level-8 (Rs. 47600 – 151100).	Not applicable.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	66.66% by promotion failing which by deputation. 33.33% by deputation.

(11)	(12)	(13)
<p>Promotion:</p> <p>Senior Legal Assistant with two years regular service in level-7 in pay matrix of Seventh Central Pay Commission.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)— Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)- Member;</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable.

<p>have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central or State Governments or Courts or Tribunals possessing preferably a degree in law from a recognised university:</p> <p>(a)(i) holding analogous post on regular basis; or</p> <p>(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</p> <p>(iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or court matters.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption 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.</p>		
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(10)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10. Administrative Officer.	02* (2020) * subject to variation dependent on workload.	Not applicable.	Level-8 (Rs. 47600 – 151100).	Non Selection.	Not Applicable.	Not Applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion failing which by deputation/ absorption.

(11)	(12)	(13)
<p>Promotion:</p> <p>Assistant with six years regular service in level-6 in pay matrix of Seventh Central Pay Commission.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central Government or State Governments or Courts or Tribunals possessing preferably a degree in Law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(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</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)– Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)- Member; and</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable.

<p>(iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or court matters.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption 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.</p>		
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(11)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11. Private Secretary.	02* (2020) *subject to variation dependent on workload.	Not applicable.	Level-8 (Rs. 47600 – 151100).	Non Selection.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion failing which by deputation/ absorption.

(11)	(12)	(13)
<p>Promotion:</p> <p>Stenographer Grade-III with ten years' regular service in level-4 in pay matrix of Seventh Central Pay Commission.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English).</p> <p>Transcription on computers fifty five word per minute:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(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</p> <p>(iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade.</p> <p>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.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)— Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)- Member; and</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	<p>Not applicable.</p>

<p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption 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.</p>		
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(12)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
12. Senior Legal Assistant	2* (2020) *subject to variation dependent on workload.	Not applicable.	Level-7 (Rs. 44900 – 142400).	Non Selection.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion failing which by deputation/ absorption.

(11)	(12)	(13)
<p>Promotion:</p> <p>Junior Legal Assistant in level-6 in pay matrix of Seventh Central Pay Commission with five years' regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)– Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)- Member;</p> <p>(3) Registrar of the Appellate Tribunal – Member.</p>	Not applicable

higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.

Deputation/Absorption:

Officers working in Central Government or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised university:

(i) holding analogous post on regular basis; or

(ii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or

(iii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with eight 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/ absorption 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.		
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(13)

(1)	(2)	(3)	(4)	(5)
18. Assistant Programmer.	03* (2020) *Subject to variation dependent on workload.	Not applicable.	Level-7 (Rs. 44900 – 142400).	Not applicable.

(6)	(7)
Between 18 and 30 years of age. Note: Relaxable for Government servant upto five years in accordance with the instructions or orders issued by the Central Government.	Bachelor of Engineering or Bachelor of technology in Computer Science or Information Technology or Master of Computer Applications or equivalent degree from a recognised institute.

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	By direct recruitment.	Not applicable.	Departmental Committee (for considering confirmation) consisting of: (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)— Chairperson; (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)-- Member; and (3) Registrar of the Appellate Tribunal – Member.	Not applicable.

(14)

(1)	(2)	(3)	(4)	(5)
10. Junior Legal Assistant.	3* (2020) *Subject to variation dependent on workload.	Not applicable.	Level-6 (Rs. 35400 – 112400).	Not applicable.

(6)	(7)
Between 18 and 30 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Graduate in law from a recognised university and having knowledge of computer operation.

(8)	(9)	(10)
Not applicable.	Two years.	100% by direct recruitment.

(11)	(12)	(13)
Not applicable.	Confirmation Committee (for considering confirmation) consisting of: 1. A Member of the Appellate Tribunal (to be nominated by the Chairperson) –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary)- Member; and 3. Registrar of the Appellate Tribunal – Member.	Not applicable.

(15)

(1)	(2)	(3)	(4)	(5)
11. Assistant.	04* (2020) * subject to variation dependent upon workload.	Not applicable.	Level-6 (Rs. 35400 – 112400).	Not applicable.

(6)	(7)
Between 18 and 30 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Degree in any discipline preferably in law from a recognised university and having knowledge of computer operation.

(8)	(9)	(10)
Not applicable.	Two years for direct recruitment.	(i) 50% Promotion failing which by deputation. (ii) 50% by direct recruitment/absorption.

(11)	(12)	(13)
Promotion: Upper Division Clerk or Record Assistant with ten years' regular service in level-4 in pay matrix of Seventh Central Pay Commission in the ratio of 33:67. The first vacancy shall be filled from the category of Upper Division Clerk thereafter by Record Assistant:	Departmental promotion Committee (for considering promotion and the Selection Committee for confirmation) consisting of: (1) A Member of the Appellate Tribunal (to be nominated by the Chairperson) – Chairperson; (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)- Member; and	Not applicable.

<p>Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation/Absorption:</p> <p>Officials working under Central Government or State Governments or Union Territories or Courts or Tribunals:</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade; or</p> <p>(iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade.</p> <p>(b) having knowledge of computer operation.</p> <p>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</p>	<p>(3) Registrar of the Appellate Tribunal – Member.</p>	
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<p>shall not be eligible for consideration for appointment by promotion.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption 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.</p>		
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(16)

(1)	(2)	(3)	(4)	(5)
19. Library and Information Assistant.	01* (2020) *subject to variation dependent on workload.	Not applicable.	Level-6 (Rs. 35400 – 112400).	Not applicable.

(6)	(7)
<p>Between 18 and 30 years of age.</p> <p>Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>	<p>(i) Bachelor degree in Library Science or Library and Information Science from a recognised university or institute / bachelor degree in any discipline from a recognised university with diploma in Library Science;</p> <p>(ii) Two years professional experience in a library.</p>

(8)	(9)	(10)
Not applicable.	Two years for direct recruitment.	By Direct Recruitment failing which by deputation.

(11)	(12)	(13)
<p>Deputation/Absorption:</p> <p>Officials working under Central or State Governments or Courts or Tribunals possessing the educational qualifications and experience prescribed for direct recruits under column (7):</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in that grade; or</p> <p>(iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in that grade;</p> <p>Note 1: 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.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation/ absorption 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.</p>	<p>Departmental Selection Committee (for deputation) and Committee (for confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. A Member of the Appellate Tribunal (to be nominated by the Chairperson) –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary)- Member; 3. Registrar of the Appellate Tribunal – Member. 	Not applicable.

(17)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
17. Senior Accountant.	02* *subject to variation dependent on workload.	Not applicable.	Level-6 (Rs. 35400 – 112400) or Level 5 (Rs. 29200 – 92300).	Not applicable.	Not applicable.	Not applicable.

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	From Civil Accounts Service.	Not applicable.	Not applicable.	Not applicable.

(18)

(1)	(2)	(3)	(4)	(5)
18. Stenographer Grade-III.	06* (2020) *subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Not applicable.

(6)	(7)
<p>Between 18 and 25 years of age.</p> <p>Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.</p>	<p>(i) 12th Class pass or equivalent from a recognised Board or university; and</p> <p>(ii) Skill Test Norms:</p> <p>Dictation: 10 minutes @ 80 w.p.m. (English).</p> <p>Transcription: 40 minutes on computer.</p>

(8)	(9)	(10)
Not applicable.	Two years for direct recruitment.	By direct recruitment on the basis of written examination and skill test in english/hindi shorthand at the prescribed speed failing which by deputation.

(11)	(12)	(13)
<p>Deputation:</p> <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals, possessing skill norms test as per column (7):</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade;</p> <p>(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade;</p> <p>Note 1: 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.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p>	<p>Departmental Committee (for confirmation) and Selection Committee (for deputation) consisting of:</p> <p>(1) Registrar of the Appellate Tribunal – Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member;</p> <p>(3) Deputy Registrar of the Appellate Tribunal (as nominated by the Chairperson)– Member.</p>	Not applicable.

Note 3: 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.		
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(19)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
19. Cashier.	01* (2020) *Subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Not applicable.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By deputation.

(11)	(12)	(13)
<p>Deputation:</p> <p>Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(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</p> <p>(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.</p> <p>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.</p> <p>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.</p>	<p>Selection Committee (for deputation) consisting of:</p> <ol style="list-style-type: none"> 1. Registrar of the Appellate Tribunal – Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member; and 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member. 	Not applicable.

<p>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.</p> <p>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.</p>		
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(20)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
20. Record Assistant	02* (2020) *Subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Non-selection.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion failing which by deputation/ absorption.

(11)	(12)	(13)
<p>Promotion: Multi-Tasking Staff with eleven years' regular service in the grade alongwith typing speed of thirty five w.p.m. in English on computer.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <ol style="list-style-type: none"> 1.Registrar of the Appellate Tribunal –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) – Member; and 3.Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member. 	Not applicable.

<p>Deputation/Absorption:</p> <p>Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations:</p> <p>(i) holding analogous posts on regular basis; or</p> <p>ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade.</p> <p>(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption 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.</p>		
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(21)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
21. Upper Division Clerk.	01* (2020) *subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Non-selection.	Not applicable.	Not applicable.

(8)	(9)	(10)
Not applicable.	Not applicable.	By promotion failing which by deputation.

(11)	(12)	(13)
<p>Promotion:</p> <p>Multi-Tasking Staff with eleven years' regular service in the grade alongwith typing speed of thirty five w.p.m. in English on computer.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p>Deputation:</p> <p>Officials working under Central or State Governments or Courts or Tribunals or statutory organisations:</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade.</p> <p>(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</p> <ol style="list-style-type: none"> 1. Registrar of the Appellate Tribunal – Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary)- Member; and 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member. 	<p>Not applicable.</p>

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.		
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(22)

(1)	(2)	(3)	(4)	(5)
22. Multi-Tasking Staff.	12* (2020) * subject to variation dependent on workload.	Not applicable.	Level-1 (Rs. 18000 – 56900).	Not applicable.

(6)	(7)
Between 18 and 25 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	Matriculation pass or equivalent from a recognised board.

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	By direct recruitment.	Not applicable.	Departmental Committee (for considering confirmation):- 1. Registrar of the Appellate Tribunal –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) - Member; and 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member.	Not applicable.

(23)

(1)	(2)	(3)	(4)	(5)
23. Library Attendant.	01* (2020) *subject to variation dependent on workload.	Not applicable.	Level-1 (Rs. 18000 – 56900).	Not applicable.

(6)	(7)
Between 18 and 25 years of age. Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.	Matriculation pass or equivalent from a recognised board and experience in any type of library for a minimum of one year during the last five years.

Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.

(8)	(9)	(10)
Not applicable.	Two years for direct recruitment.	By direct recruitment failing which by deputation.

(11)	(12)	(13)
<p>Deputation/Absorption:</p> <p>Officials working under Central Government/ State Governments/ Courts/ Tribunals/ statutory organisations having a minimum of matriculation degree or its equivalent:</p> <p>holding analogous posts on regular basis and worked in any type of library for a minimum of one year during the last five years.</p> <p>Note 1: 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.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation/ absorption 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.</p>	<p>Departmental Selection Committee (for deputation) and Committee (for confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Registrar of the Appellate Tribunal –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)-Member; and 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member. 	Not applicable.

Schedule-II

[See rule 11 (4)]

MEDICAL FACILITIES

1. Outdoor Medical expenses- (1) Officers and employees shall be eligible to get medical reimbursement for self and declared members of family.

Explanation.— For the purpose of this clause, the expression “family” has the same meaning as assigned to it in the Central Services (Medical Attendance) Rules, 1944.