

**MINISTRY OF CORPORATE AFFAIRS****NOTIFICATION**

New Delhi, the 21st January, 2020

**G.S.R. 41(E).**—In exercise of the powers conferred by sub-section (3) of section 418 and section 469 read with section 466 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement.**—(1) These rules may be called the National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.**—(1) In these rules, unless the context otherwise requires, -

(a) "Act" means the Companies Act, 2013 (18 of 2013);

(b) "Appointing Authority" means the Central Government or the Authority to whom the powers are delegated by the Central Government for making appointments of officers and employees in the Tribunal by a notification;

(c) "Tribunal" means the National Company Law Tribunal constituted under section 408;

(d) "President" means the President of the Tribunal.

(e) "Schedule" means the Schedules annexed to these rules.

(2) All the words and expressions used and not defined in these rules, but defined in the Act shall have the same meanings respectively assigned to them in the Act.

3. **Application.**—These rules shall apply to the posts specified in column (1) of Schedule-I annexed to these rules.

4. **Initial Constitution.**—The incumbent of the post shown in the column 1 of the said Schedule-I, who is holding such post on regular basis by becoming employee/officer of the Tribunal on and from dissolution of Company Law Board shall deemed to have been duly appointed under the Provisions of these rules and service rendered by him/her in said post before the said commencement shall be taken into account for the purpose of rights and privileges as to pension, gratuity and other like benefits.

5. **Number of post, classification and level in pay matrix.**—The number of post of officers and employees, their classification and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of Schedule-I.

6. **Method of recruitment, age-limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of Schedule-I.

7. **Appointment.**—Appointment of Officers and other employees of Tribunal shall be made by Appointing Authority, provided that the appointments to the posts in Level-11 or above in Pay Matrix of Seventh Central Pay Commission shall be made with the approval of Central Government.

8. **Procedure for appointment by direct recruitment.**—Tribunal shall invite applications by advertisement on all India basis, for the posts of officers and employees in the Tribunal and shall process for making appointments by the Appointing Authority, through a recognized professional agency having adequate experience in making recruitment in Central Government, Public Sector Undertakings, Tribunals and the like as decided by the Tribunal.

9. **Procedure for appointment on deputation basis.**—The Tribunal shall invite applications for the posts through wide advertisement including publishing invariably in Employment News. Selection shall be made on the basis of recommendation of the Selection Committee prescribed in Schedule-I for the respective posts.

10. **Absorption of employees on appointment on deputation.**—(1) Notwithstanding anything contained in the provisions of these rules, the persons appointed on deputation basis, who fulfill the qualifications and experience laid down in these rules and who are considered suitable by

Departmental Promotion Committee, shall be eligible for absorption, in respective grade subject to the condition that such persons exercise their option for the absorption.

(2) Such absorption shall also be subject to the condition that their parent departments or cadre controlling authorities do not have any objection to their being absorbed in the Tribunal.

(3) Seniority of officer or employees mentioned in sub rule (1) shall be determined with reference to the date of their absorption to the post concerned.

**11. Conditions of service.**—(1) The conditions of service of the officers and employees of the Tribunal 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 officers and employees of the Tribunal working on deputation basis shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organisation.

(3) The Tribunal shall recover contributions toward such schemes from their salary and remit the amount immediately to the lending Ministry or department or organisation and any loss of interest on account of late remittance shall be borne by the Tribunal.

(4) The officers and employees of the Tribunal shall have the option to avail medical facilities as per their entitlement in the parent organisation or as specified in Schedule-II annexed to these rules.

**12. Accommodation.**—The officers and employees of the Tribunal shall have the option of claiming House Rent Allowance in accordance with the rate prescribed by the Central Government as applicable to officers and employees of the corresponding scales of pay of the Central Government.

Provided that they shall not be eligible for House Rent Allowance in case they are declared eligible for general pool residential accommodation and occupies such a Government accommodation allotted to them.

**13. Disciplinary Proceedings.**—The officers and employees of the Tribunal shall be subject to disciplinary proceedings as per rules and regulations applicable to officers and employees of the corresponding level in pay matrix of the Central Government.

**14. Disqualification.**—No person,-

- (i) who has entered into or contracted a marriage with a person, having a spouse living; or
  - (ii) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to any post in the Tribunal:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**15. Other conditions of service.**—Other conditions of service of the officers and other employees of the Tribunal, for which no specific provision or insufficient provision has been provided in these rules, shall be regulated in accordance with such rules and orders, as are, from time to time, applicable to officers and employees of the corresponding level in pay matrix of the Central Government stationed at those places.

**16. Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, in consultation with the President of the Tribunal by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**17. Saving.**—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward Classes, economically weaker sections, ex-servicemen, and other special categories of persons in accordance with the rules and orders issued by the Central Government from time to time in this regard.

**Schedule-I****[see Rules 3, 5, 6 and 9]**

(1)

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
1. Secretary.	*01* (2020) Subject to variation dependent on workload.	Not applicable.	Level-14 (Rs. 144200 – 218200).	Not applicable.	Not applicable.

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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.
(7)	(8)	(9)	(10)
Not applicable.	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><b>Deputation :</b> Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations,-</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 the 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 educational qualification and experience:-</p> <p><b>Essential:</b></p> <p>(i) Experience in Information Technology and e-Governance, establishment, personnel and</p>	<p><b>Selection Committee (for considering deputation) consisting of:</b></p> <p>1. President, National Company Law Tribunal - Chairperson;</p> <p>2. A Member National Company Law Tribunal (to be nominated by the President) - Member; and</p> <p>3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary) -Member.</p>	Not applicable.

<p>administrative matters is compulsory.</p> <p><b>Desirable:</b></p> <p>(i) degree in law from a recognised University.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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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(2)

(1)	(2)	(3)	(4)	(5)	(6)
2. Registrar	*01* (2020) Subject to variation dependent on workload	Not applicable	Level-14 (Rs. 144200 – 218200)	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By deputation

(11)	(12)	(13)
<p><b>Deputation :</b></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><b>Selection Committee (for deputation) consisting of:</b></p> <p>1. President, National Company Law Tribunal -Chairperson;</p> <p>2. A Member National Company Law Tribunal (to be nominated by the President, NCLT) - Member; and</p> <p>3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary) -Member.</p>	Not applicable.

<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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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)
3. Joint Registrar	07* (2020) *Subject to variation dependent on workload	Not applicable	Level-13 (Rs. 123100 – 215900)	Selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Promotion on the basis of seniority cum merit failing which by deputation

(11)	(12)	(13)
<p><b>Promotion:</b> Deputy Registrar with five years regular service in level-12 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation:-</b> Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service;- (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 (iii) a post in level-11 in pay matrix of Seventh Central Pay Commission with ten years regular service. (b) (i) Degree in law from a recognised University; and (ii) Experience in personnel and administrative matters.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> The maximum age-limit for appointment by deputation shall not be</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. President, National Company Law Tribunal -Chairperson;</li> <li>2. A Member National Company Law Tribunal (to be nominated by the President, NCLT) - Member; and</li> <li>3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) -Member.</li> </ol>	<p>Not applicable.</p>

<p>exceeding fifty six years as on the closing date of receipt of applications.</p> <p><b>Note 4:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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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(4)

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

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Central Staffing Scheme

(11)	(12)	(13)
Not applicable	Not applicable	Not applicable

(5)

(1)	(2)	(3)	(4)	(5)	(6)
5. Deputy Registrar	11* (2020) *Subject to variation dependent on workload	Not applicable	Level-12 (Rs. 78800 – 209200)	Selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Promotion:</b> Assistant Registrar with five years regular service in the level-11 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	Not applicable.

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.

**Note 2:** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations a 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 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/absorption basis, the service rendered on a regular basis by an



officer prior to 01 <sup>st</sup> 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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(6)

(1)	(2)	(3)	(4)	(5)	(6)
6. Assistant Registrar	12* (2020) *Subject to variation dependent on workload	Not applicable	Level-11 (Rs. 67700 – 208700)	Selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	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><b>Promotion:</b> Court Officer with six years regular service in the level-8 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b> Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation and confirmation) consisting of:</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	Not applicable.

<p>possessing 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 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 with seven years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or Court matters.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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. Programmer	01* (2020) *Subject to variation on dependent workload	Not applicable	Level-9 (Rs. 53100 – 167800)	Non-Selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation

(11)	(12)	(13)
<p><b>Promotion:</b></p> <p>Assistant Programmer with three years' regular service in the grade.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b></p> <p>Officers working under Central 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><b>Note 1:</b> 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</p>	<p><b>Departmental Promotion Committee (for promotion) and selection Committee (for considering deputation) consisting of:</b></p> <p>(1) President of the Tribunal (or a Member of the 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;</p> <p>(3) Secretary of the Tribunal – Member.</p>	<p>Not applicable.</p>

<p>for consideration for appointment by promotion.</p> <p><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> 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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(8)

(1)	(2)	(3)	(4)	(5)	(6)
8. Accounts Officer	01* (2020) *subject to variation dependent on workload	Not applicable	Level 10 (Rs. 56100 – 177500) or Level 9 (Rs. 53100 – 167800)	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	From Civil Accounts Service

(11)	(12)	(13)
Not applicable	Not applicable	Not applicable

(9)

(1)	(2)	(3)	(4)	(5)	(6)
9. Court Officer	21* (2020) *subject to variation dependent on workload	Not applicable	Level-8 (Rs. 47600 – 151100)	Non-selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	100% by promotion on the basis of seniority failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Promotion:</b></p> <p>(i) Senior Legal Assistant with two years regular service in level-7 in pay matrix of Seventh Central Pay Commission; or</p> <p>(ii) Assistant with degree in law and six years regular service in level-6 in pay matrix of Seventh Central Pay Commission.</p> <p>In the ratio of 50:50. The first vacancy shall be filled from the category of Senior Legal Assistant and thereafter by rotation.</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 but without prejudice to the seniority of the person(s) already appointed.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b></p> <p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals/</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	<p>Not applicable.</p>

<p>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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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)
10. Private Secretary	27* (2020) * subject to variation dependent on workload	Not applicable.	Level-8 (Rs. 47600 - 151100)	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	50% by promotion failing which by deputation. 50% by deputation/absorption

(11)	(12)	(13)
<p><b>Promotion:</b> Stenographer Grade-II/Personal Assistant with six years' regular service in level 6 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b> Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English). Transcription on computers fifty five word per minute;- (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.</p> <p><b>Note 1:</b> 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</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of: -</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	Not applicable.

<p>for consideration for appointment by promotion.</p> <p><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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)
11. Senior Legal Assistant	24* (2020) *subject to variation dependent on workload	Not applicable	Level-7 (Rs. 44900 – 142400)	Non-selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	100% by promotion failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Promotion:</b></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><b>Note 1:</b> 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><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:-</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	Not applicable.



**Note 2:** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University and:

(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 01<sup>st</sup> 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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(12)

(1)	(2)	(3)	(4)	(5)	(6)
12. Assistant Library Information Officer	10* (2020) *subject to variation dependent on workload	Not applicable	Level 7 (Rs. 44900 – 142400)	Not applicable	Between 18 and 30 years of age. <b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. <b>Note 2:</b> 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.

(7)	(8)	(9)	(10)
(i) Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute or Bachelor Degree in any discipline from a recognised university with Diploma in Library Science;  (ii) Two years professional experience in a library.	Not applicable	Two years for direct recruitment	By Direct recruitment failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Deputation/Absorption:</b></p> <p>Officials working under Central or State Governments or Union Territories 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-6 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade; or</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Committee (for considering confirmation and Selection Committee for deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. A Member of the Tribunal (to be nominated by the President) –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary) - Member;</li> <li>3. Secretary of the Tribunal – Member.</li> </ol>	Not applicable.

(13)

(1)	(2)	(3)	(4)	(5)	(6)
13. Assistant Programmer	03* (2020) *Subject to variation dependent on workload.	Not applicable	Level-7 (Rs. 44900 – 142400)	Not applicable	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

(7)	(8)	(9)	(10)
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.	Not applicable	Two years	By direct recruitment

(11)	(12)	(13)
Not applicable	<p><b>Departmental Committee (for considering confirmation) consisting of:</b></p> <p>(1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.</p>	Not applicable.

(14)

(1)	(2)	(3)	(4)	(5)	(6)
14. Junior Legal Assistant	29* (2020) *Subject to variation dependent on workload	Not applicable	Level-6 (Rs. 35400 – 112400)	Not applicable	<p>Between 18 and 30 years of age.</p> <p><b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p><b>Note 2:</b> 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 &amp; Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island and Lakshadweep.</p>

(7)	(8)	(9)	(10)
Graduate in law from a recognised university and having knowledge of computer operation.	Not applicable	Two years	100% by direct recruitment

(11)	(12)	(13)
Not applicable.	<b>Confirmation Committee (for considering confirmation) consisting of:</b> <ol style="list-style-type: none"> <li>1. A Member of the Tribunal (to be nominated by the President) – Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary) - Member; and</li> <li>3. Secretary of the Tribunal – Member.</li> </ol>	Not applicable.

(15)

(1)	(2)	(3)	(4)	(5)	(6)
15. Assistant.	32* (2020) * subject to variation dependent upon workload.	Not applicable.	Level-6 (Rs. 35400 – 112400).	Not applicable.	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

(7)	(8)	(9)	(10)
Degree in any discipline preferably in law from a recognised university and having knowledge of computer operation.	Not applicable.	Two years for direct recruits.	(i) 50% by direct recruitment.  (ii) 50% by promotion failing which by deputation/ absorption.

(11)	(12)	(13)
<p><b>Promotion:</b> Record Assistant or Upper Division Clerk with ten years' regular service in level-4 in pay matrix of Seventh Central Pay Commission in the ratio of 50:50. The first vacancy shall be filled from the category of Upper Division Clerk and thereafter by rotation:</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 up 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><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b> Officials working under Central or State Governments or Union Territories or Courts or Tribunals:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with six</p>	<p><b>Committee for confirmation, Departmental Promotion Committee (for considering promotion) and Selection Committee (for deputation) consisting of:</b></p> <p>(1) A Member of the Tribunal (to be nominated by the President) – 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) Secretary of the Tribunal –Member.</p>	<p>Not applicable.</p>

<p>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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> 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)	(6)
16. Stenographer Grade-II/Personal Assistant.	14* (2020) *subject to variation dependent on workload.	Not applicable.	Level-6 (Rs. 35400 – 112400).	Not applicable.	Between 18 and 30 years of age. <b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. <b>Note 2:</b> 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
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(7)	(8)	(9)	(10)
(i) 12 <sup>th</sup> class pass or equivalent from recognised board. (ii) Skill Test Norms: <b>Dictation:</b> 10 minutes @ 100 w.p.m. (English). Transcription: 50 w.p.m. on computer.	Not applicable	Two years for direct recruitment	(1) 50% by direct recruitment. (2) 50% by promotion failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Promotion:</b></p> <p>Stenographer Grade-III with ten years' regular service in level-4 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Deputation/Absorption:</b></p> <p>Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @100WPM (English).</p> <p>Transcription 50 WPM on computer;</p> <p>(i) holding analogous post on regular basis; or</p>	<p><b>Committee for Confirmation, Departmental Promotion Committee (for considering promotion) and Selection Committee (for deputation/ Confirmation) consisting of:</b></p> <p>(1) A Member of the Tribunal (to be nominated by the President) – Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary) – Member; and</p> <p>(3) Secretary of the Tribunal – Member.</p>	Not applicable.



<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</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>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> 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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(17)

(1)	(2)	(3)	(4)	(5)	(6)
17. Senior Accountant.	12* (2020) *subject to variation dependent on workload.	Not applicable	Level-6 (Rs. 35400 – 112400) or Level 5 (Rs. 29200 – 92300).	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable.	Not applicable.	From Civil Accounts Service.

(11)	(12)	(13)
Not applicable	Not applicable	Not applicable.

(18)

(1)	(2)	(3)	(4)	(5)	(6)
18. Stenographer Grade-III.	15* (2020) *subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Not applicable.	Between 18 and 25 years of age. <b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.

					<p><b>Note 2:</b> 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 &amp; Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island and Lakshadweep.</p>
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(7)	(8)	(9)	(10)
<p>(i) 12<sup>th</sup> Class pass or equivalent from a recognised Board or university; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 w.p.m. on computer.</p>	Not applicable.	Two years for direct recruitment.	By direct recruitment on the basis of written examination and skill test in english shorthand at the prescribed speed failing which by deputation.

(11)	(12)	(13)
<p>Deputation: Officials working under Central or State Governments or Union Territories or Courts or Tribunals, possessing skill norms test as per column (7); (i) holding analogous post 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; or (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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer</p>	<p><b>Departmental Committee (for confirmation and Selection Committee for deputation) consisting of:</b> (1) Secretary of the 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 Tribunal (as nominated by the President) – Member.</p>	Not applicable.

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)
19. Cashier	01* (2020) * Subject to variation dependent on workload.	Not applicable	Level 4 (Rs. 25500 – 81100).	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By Deputation

(11)	(12)	(13)
<p><b>Deputation/Absorption:</b></p> <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals;</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 and having successfully completed cash and accounts training; or</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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Selection Committee (for deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>Secretary of the Tribunal –Chairperson;</li> <li>Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) –Member; and</li> <li>Deputy Registrar of the Tribunal (to be nominated by the President) –Member.</li> </ol>	Not applicable.

(20)

(1)	(2)	(3)	(4)	(5)	(6)
20. Record Assistant	17* (2020) *Subject to variation dependent on workload.	Not applicable	Level-4 (Rs. 25500 – 81100)	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	(i) 50% by limited Departmental Examination. (ii) 50% by promotion failing which by deputation/ absorption

(11)	(12)	(13)
<p><b>Limited Departmental Examination.</b> Lower Division Clerk or equivalent holding a post with at least five years regular service in level-2 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Promotion:</b> Lower Division Clerk with eight years' regular service in level-2 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation:</b> Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations; (i) holding analogous posts on regular basis; or (ii) holding a post in level -2 in pay matrix of Seventh Central Pay Commission with eight years regular service in the grade.</p> <p><b>Note 1:</b> The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>	<p><b>Departmental Promotion Committee (for promotion) and selection committee (for deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Secretary of the Tribunal –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) –Member; and</li> <li>3. Deputy Registrar of the Tribunal (to be nominated by the President)–Member.</li> </ol>	Not applicable.

<p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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)
21. Upper Division Clerk	14* (2020) *subject to variation dependent on workload.	Not applicable	Level-4 (Rs. 25500-81100)	Not applicable	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	(i) 50% by Promotion failing which by deputation. (ii) 50% by limited departmental Examination

(11)	(12)	(13)
<p><b>Limited Department Examination.</b></p> <p>Lower Division Clerk or equivalent holding a post with at least five years regular service in level-2 in pay matrix of Seventh Central Pay Commission.</p> <p><b>Promotion:</b></p> <p>Lower Division Clerk with Eight years' regular service in the grade.</p> <p><b>Note 1:</b> 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</p>	<p><b>Departmental Promotion Committee (for promotion) and selection committee (for deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Secretary of the Tribunal –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary) –Member; and</li> <li>3. Deputy Registrar of the Tribunal (to be nominated by the President) –Member.</li> </ol>	Not applicable.

probation period for promotion to the next 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 1<sup>st</sup> 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:**

Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations;

(i) holding analogous posts on regular basis; or

(ii) holding a post in level-2 in pay matrix of Seventh Central Pay Commission 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 basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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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(22)

(1)	(2)	(3)	(4)	(5)	(6)
22. Lower Division Clerk	19* (2020) *subject to variation dependent on workload.	Not applicable	Level 2 (Rs. 19900 – 63200)	Not applicable	Between 18 and 25 years of age.  <b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.  <b>Note 2:</b> 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.

(7)	(8)	(9)	(10)
(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University;  (ii) Typing speed of 35 w.p.m. in English on computer.  [35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word]	Not applicable.	Two years for direct recruitment.	(i) 50% by direct recruitment on the basis of written examination and skill test in English Typing on computer at the prescribed speed;  (ii) 25% by seniority cum fitness from amongst the group 'C' staff in the Tribunal who have three years regular service level-1 in pay matrix of Seventh Central Pay Commission and possess 12 <sup>th</sup> class pass or equivalent qualification alongwith typing speed of 35 w.p.m. in English on computer on the basis of limited departmental examination. The maximum age for eligibility for examination is 45 years (50 years of age for the Scheduled Castes/ Scheduled Tribes);  <b>Note:</b> If more or such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination or considered

			<p>before those who qualify at a later examination.</p> <p>(iii) 25% by promotion on seniority-cum-fitness basis from group 'C' employees who have three years regular service in level-1 in pay matrix of Seventh Central Pay Commission alongwith typing speed of 35 w.p.m. in English on computer.</p>
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(11)	(12)	(13)
As stated in column 10	<p><b>Departmental Promotion Committee (for promotion) and Committee (for considering confirmation) consisting of:</b></p> <p>(1) Secretary of the Tribunal –Chairperson;</p> <p>(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) –Member; and</p> <p>(3) Deputy Registrar of the Tribunal - (to be nominated by the President) –Member.</p>	Not applicable.

(23)

(1)	(2)	(3)	(4)	(5)	(6)
23. Staff Car Driver	5* (2020) *subject to variation dependant upon workload.	Not applicable	Level-2 (Rs. 19900 – 63200)	Not applicable	<p>Between 18 and 27 years of age.</p> <p><b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p><b>Note 2:</b> 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 &amp; Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island and Lakshadweep.</p>

(7)	(8)	(9)	(10)
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A pass in the 10<sup>th</sup> standard.</li> <li>2. Possessing a valid driving licence for motor cars.</li> <li>3. Knowledge of motor mechanism and be capable of removing minor defects in motor vehicle.</li> </ol>	Not applicable.	Two years for Direct Recruitment.	Deputation/absorption failing which by Direct Recruitment on the basis of objective type test and skill test in driving motor car.



4. Experience of driving of a motor car for at least three years. <b>Desirable:</b> 3 years' service as Home Guard or Civil Volunteer.			
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(11)	(12)	(13)
<b>Deputation/Absorption:</b> From amongst the regular Despatch Rider/ Multi-Tasking Staff in level-1 in pay matrix of Seventh Central Pay Commission employees of the Central or State Governments or Union Territories or Courts or Tribunals who fulfil the qualification and experience mentioned in column no. 7.	<b>Department Committee (for considering confirmation and selection for deputation) consisting of:</b>  1. Secretary of the Tribunal –Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) –Member; 3. Deputy Registrar of the Tribunal (to be nominated by the President) –Member.	Not applicable.

(24)

(1)	(2)	(3)	(4)	(5)	(6)
24. Multi-Tasking Staff	42* (2020) *subject to variation dependent on workload.	Not applicable	Level-1 (Rs. 18000– 56900)	Not applicable	Between 18 and 25 years of age. <b>Note 1:</b> Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government. <b>Note 2:</b> 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.

(7)	(8)	(9)	(10)
Matriculation pass or equivalent from a recognised board.	Not applicable	Two years	By direct recruitment

(11)	(12)	(13)
Not applicable.	<p><b>Departmental Committee (for considering confirmation) consisting of:-</b></p> <ol style="list-style-type: none"> <li>1. Secretary of the Tribunal –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) –Member;</li> <li>3. Deputy Registrar of the Tribunal (to be nominated by the President) – Member.</li> </ol>	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.

(2) The reimbursement of outdoor medical expenses during the year shall be limited to the actual expenses or one month’s pay on the 1<sup>st</sup> January of the year (Basic pay + Dearness Allowance) whichever is less.

(3) The claim should be supported by doctor’s prescription and the original cash memos or bills for treatment by the doctor and purchase of medicines and the release of increment or promotion during the year shall not affect the reimbursement limit as on the 1<sup>st</sup> January.

(4) For the officers and employees joining during the year, the annual entitlement shall be restricted on pro-rata basis.

(5) The outdoor treatment shall be taken from the authorised medical attendants from the panel to be maintained by the Tribunal.

#### 2. Indoor treatment.-

(1) For the purpose of indoor treatment, the officers and employees of the Tribunal shall be entitled for medical treatment at hospitals authorised by the Tribunal in this behalf, and for this purpose, the cost of treatment including hospital accommodation, nursing home facility shall be as per the provisions of the Central Services (Medical Attendance) Rules, 1944 as applicable to the Central Government employees drawing equivalent pay.

(2) The authorised hospitals for the purpose of clause (1) above shall be the same as are available to the Central Government employees regulated by Central Services (Medical Attendance) Rules, 1944.

(3) Treatment at authorised hospitals may be taken on the advice of the authorised medical attendants only in emergency.

[F. No. A-12018/02/2017-Ad.IV]

GYANESHWAR KUMAR SINGH, Jt. Secy.

**अनुसूची-II**

**[नियम 11(4) देखें]**

**चिकित्सा सुविधाएं**

1. बाह्य चिकित्सा खर्चों:- (1) अधिकारी और कर्मचारी स्वयं और परिवार के घोषित सदस्यों के लिए चिकित्सा प्रतिपूर्ति प्राप्त करने के लिए पात्र होंगे।

**व्याख्या:** इस खंड के प्रयोजनार्थ, "परिवार" अभिव्यक्ति का वही अर्थ है जो केंद्रीय सेवा (चिकित्सा परिचर्या) नियम, 1944 में निर्दिष्ट किया गया है।

(2) वर्ष के दौरान बाह्य चिकित्सा खर्चों की प्रतिपूर्ति वास्तविक व्यय या वर्ष की 1 जनवरी को (मूल वेतन + महंगाई भत्ता) एक माह के वेतन तक सीमित होगी जो भी कम हो।

(3) दावा डॉक्टर की दवा पर्ची डॉक्टर द्वारा उपचार तथा दवाओं की खरीद के लिए मूल केश मीमो या बिलों द्वारा समर्थित होना चाहिए और वर्ष के दौरान वेतन वृद्धि की प्रतिपूर्ति या प्रोन्नति 01 जनवरी की सीमा को प्रभावित नहीं करेगी।

(4) वर्ष के दौरान कार्यभार ग्रहण करने वाले अधिकारियों और कर्मचारियों के लिए, वार्षिक हकदारी आनुपातिक आधार पर सीमित होगी।

(5) बाह्य उपचार अपील अधिकरण द्वारा रखे गए पैनल से प्राधिकृत चिकित्सकों से लिया जाएगा।

**2. अंतरंग उपचार.-**

(1) अंतरंग उपचार के प्रयोजनार्थ, अधिकरण के अधिकारी और कर्मचारी इसके लिए अपील अधिकरण द्वारा प्राधिकृत अस्पतालों में चिकित्सा उपचार के ले पात्र होंगे, और इस प्रयोजनार्थ, अस्पताल कक्ष, नर्सिंग सुविधा सहित उपचार की लागत केंद्रीय सरकार के कर्मचारियों जो समतुल्य वेतन आहरित कर रहे हैं, के समान केंद्रीय सेवा (चिकित्सा परिचर्या) नियम, 1944 के अनुसार होगी।

(2) उक्त खंड (1) के प्रयोजनार्थ प्राधिकृत अस्पताल वहीं होंगे जो केंद्रीय सेवा (चिकित्सा परिचर्या) नियम, 1944 द्वारा विनियमित केंद्रीय सरकार के कर्मचारियों के लिए उपलब्ध हैं।

(3) प्राधिकृत अस्पतालों में उपचार प्राधिकृत चिकित्सकों की सलाह पर केवल आपातकालीन पस्थितियों में ही लिया जा सकता है।

[फा. सं. ए. प्रशा-2017/02/12018-IV]

ज्ञानेश्वर कुमार सिंह, संयुक्त सचिव

**NOTIFICATION**

New Delhi, the 21st January, 2020

**G.S.R. 42(E).**—In exercise of the powers conferred by sub-section (3) of section 418 and section 469 read with section 466 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules, namely:-

**1. Short title and commencement.**—(1) These rules may be called the National Company Law Appellate Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—(1) In these rules, unless the context otherwise requires, -

a) "Act" means the Companies Act, 2013 (18 of 2013);

b) "Appointing Authority" means the Central Government or the Authority to whom the powers are delegated by the Central Government for making appointments of officers and employees in the Appellate Tribunal by a notification;

- c) " Appellate Tribunal" means the National Company Law Appellate Tribunal constituted under section 410;
- d) "Chairperson" means the Chairperson of the Appellate Tribunal.
- e) "Schedule" means the Schedules annexed to these rules.

(2) All the words and expressions used and not defined in these rules, but defined in the Act shall have the same meanings respectively assigned to them in the Act.

**3. Application.**—These rules shall apply to the posts specified in column (1) of Schedule-I annexed to these rules.

**4. Initial Constitution.**—The incumbent of the post shown in the column 1 of the said Schedule-I, who is holding such post on regular basis by becoming employee/officer of the Appellate Tribunal on and from dissolution of Company Law Board /Competition Appellate Tribunal shall deemed to have been duly appointed under the Provisions of these rules and service rendered by him/her in said post before the said commencement shall be taken into account for the purpose of rights and privileges as to pension, gratuity and other like benefits.

**5. Number of post, classification and level in pay matrix.**—The number of post of officers and employees, their classification and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of Schedule-I.

**6. Method of recruitment, age-limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of Schedule-I.

**7. Appointment.**—Appointment of Officers and other employees of Appellate Tribunal shall be made by Appointing Authority, provided that the appointments to the posts in Level 11 or above in Pay Matrix of Seventh Central Pay Commission shall be made with the approval of Central Government.

**8. Procedure for appointment by direct recruitment.**—Appellate Tribunal shall invite applications by advertisement on all India basis, for the posts of officers and employees in the Appellate Tribunal and shall process for making appointments by the Appointing Authority, through a recognized professional agency having adequate experience in making recruitment in Central Government, Public Sector Undertakings, Tribunals and the like as decided by the Appellate Tribunal.

**9. Procedure for appointment on deputation basis.**—The Appellate Tribunal shall invite applications for the posts through wide advertisement including publishing invariably in Employment News. Selection shall be made on the basis of recommendation of the Selection Committee prescribed in Schedule-I for the respective posts.

**10. Absorption of employees on appointment on deputation.**—(1) Notwithstanding anything contained in the provisions of these rules, the persons appointed on deputation basis, who fulfill the qualifications and experience laid down in these rules and who are considered suitable by Departmental Promotion Committee, shall be eligible for absorption, in respective grade subject to the condition that such persons exercise their option for the absorption.

(2) Such absorption shall also be subject to the condition that their parent departments or cadre controlling authorities do not have any objection to their being absorbed in the Appellate Tribunal.

(3) Seniority of officer or employees mentioned in sub rule (1) shall be determined with reference to the date of their absorption to the post concerned.

**11. Conditions of service.**—(1) The conditions of service of the officers and employees of the Appellate Tribunal 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 officers and employees of the Tribunal working on deputation basis shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organisation.

(3) The Appellate Tribunal shall recover contributions toward such schemes from their salary and remit the amount immediately to the lending Ministry or department or organisation and any loss of interest on account of late remittance shall be borne by the Appellate Tribunal.

(4) The officers and employees of the Tribunal shall have the option to avail medical facilities as per their entitlement in the parent organisation or as specified in Schedule-II annexed to these rules.

**12. Accommodation.**—The officers and employees of the Appellate Tribunal shall have the option of claiming House Rent Allowance in accordance with the rate prescribed by the Central Government as applicable to officers and employees of the corresponding scales of pay of the Central Government.

Provided that they shall not be eligible for House Rent Allowance in case they are declared eligible for general pool residential accommodation and occupies such a Government accommodation allotted to them.

**13. Disciplinary Proceedings.**—The officers and employees of the Appellate Tribunal shall be subject to disciplinary proceedings as per rules and regulations applicable to officers and employees of the corresponding level in pay matrix of the Central Government.

**14. Disqualification.**—No person,-

(i) who has entered into or contracted a marriage with a person, having a spouse living; or

(ii) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any post in the Appellate Tribunal:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**15. Other conditions of service.**—Other conditions of service of the officers and other employees of the Appellate Tribunal, for which no specific provision or insufficient provision has been provided in these rules, shall be regulated in accordance with such rules and orders, as are, from time to time, applicable to officers and employees of the corresponding level in pay matrix of pay of the Central Government stationed at those places.

**16. Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, in consultation with the Chairperson of the Appellate Tribunal by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**17. Saving.**—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, economically weaker section, ex-servicemen and other special categories of persons in accordance with the rules and orders issued by the Central Government from time to time in this regard.

#### 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><b>Deputation :</b></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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to</p>	<p><b>Selection Committee (for considering deputation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Chairperson, National Company Law Appellate Tribunal -Chairperson;</li> <li>2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT)- Member; and</li> <li>3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary) -Member.</li> </ol>	Not applicable.

01 <sup>st</sup> 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><b>Promotion:</b> Deputy Registrar with five years regular service in level-12 in Pay Matrix of Seventh Central Pay Commission.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation:-</b> 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"> <li>1. Chairperson, National Company Law Appellate Tribunal - Chairperson</li> <li>2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT) - Member</li> <li>3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) -Member.</li> </ol>	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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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><b>Promotion:</b></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><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay</p>	<p><b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</b></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><b>Deputation/Absorption:</b></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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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><b>Promotion:</b></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><b>Note 1:</b> 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><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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><b>Deputation/Absorption:</b></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><b>Departmental Promotion Committee (for promotion) and Selection Committee (for confirmation and deputation) consisting of:</b></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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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: 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 1<sup>st</sup> 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 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 01<sup>st</sup> 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: 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 1<sup>st</sup> 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 1<sup>st</sup> 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 01<sup>st</sup> 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: 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 1<sup>st</sup> 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: 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 01<sup>st</sup> 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 1<sup>st</sup> 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 01<sup>st</sup> 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: 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 1<sup>st</sup> 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 01<sup>st</sup> 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 1<sup>st</sup> 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 &amp; Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman &amp; 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"> <li>1. A Member of the Appellate Tribunal (to be nominated by the Chairperson) –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary)- Member;</li> <li>3. Registrar of the Appellate Tribunal – Member.</li> </ol>	<p>Not applicable.</p>

(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)
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 Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	(i) 12 <sup>th</sup> Class pass or equivalent from a recognised Board or university; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 minutes on computer.

(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)
Deputation: Officials working under Central or State Governments or Union Territories or Courts or Tribunals, possessing skill norms test as per column (7): (i) holding 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; (iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade; 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. 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.	Departmental Committee (for confirmation) and Selection Committee (for deputation) consisting of: (1) Registrar of the Appellate Tribunal – Chairperson; (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member; (3) Deputy Registrar of the Appellate Tribunal (as nominated by the Chairperson)– Member.	Not applicable.

<p>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.</p>		
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(19)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
19. Cashier.	01* (2020) *Subject to variation on 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: 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"> <li>1. Registrar of the Appellate Tribunal – Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member; and</li> <li>3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member.</li> </ol>	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 1<sup>st</sup> 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"> <li>1.Registrar of the Appellate Tribunal -Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary) - Member; and</li> <li>3.Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.</li> </ol>	Not applicable.

<p>Deputation/Absorption:          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 1<sup>st</sup> 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"> <li>1. Registrar of the Appellate Tribunal – Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary)- Member; and</li> <li>3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member.</li> </ol>	<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.	
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(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"> <li>1. Registrar of the Appellate Tribunal –Chairperson;</li> <li>2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)-Member; and</li> <li>3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) – Member.</li> </ol>	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.

- (2) The reimbursement of outdoor medical expenses during the year shall be limited to the actual expenses or one month's pay on the 1<sup>st</sup> January of the year (Basic pay + Dearness Allowance) whichever is less.
- (3) The claim should be supported by doctor's prescription and the original cash memos or bills for treatment by the doctor and purchase of medicines and the release of increment or promotion during the year shall not affect the reimbursement limit as on the 1<sup>st</sup> January.
- (4) For the officers and employees joining during the year, the annual entitlement shall be restricted on pro-rata basis.
- (5) The outdoor treatment shall be taken from the authorised medical attendants from the panel to be maintained by the Appellate Tribunal.

2. Indoor treatment.-

- (1) For the purpose of indoor treatment, the officers and employees of the Appellate Tribunal shall be entitled for medical treatment at hospitals authorised by the Appellate Tribunal in this behalf, and for this purpose, the cost of treatment including hospital accommodation, nursing home facility shall be as per the provisions of the Central Services (Medical Attendance) Rules, 1944 as applicable to the Central Government employees drawing equivalent pay.
- (2) The authorised hospitals for the purpose of clause (1) above shall be the same as are available to the Central Government employees regulated by Central Services (Medical Attendance) Rules, 1944.
- (3) Treatment at authorised hospitals may be taken on the advice of the authorised medical attendants only in emergency.

[F. No. A-12018/02/2017-Ad.IV]

GYANESHWAR KUMAR SINGH, Jt. Secy.