

**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)
<b>Deputation :</b> Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations,- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (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 (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 (b) possessing the following educational qualification and experience:- <b>Essential:</b> (i) Experience in Information Technology and e-Governance, establishment, personnel and	<b>Selection Committee (for considering deputation) consisting of:</b> 1. President, National Company Law Tribunal - Chairperson; 2. A Member National Company Law Tribunal (to be nominated by the President) - Member; and 3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary) -Member.	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>

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.

(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)
<b>Promotion:</b> Assistant Registrar with five years regular service in the level-11 in pay matrix of Seventh Central Pay Commission. <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	<b>Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:</b> (1) President of the Tribunal (or a Member of the Tribunal as his nominee) – Chairperson; (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary) – Member; and (3) Secretary of the Tribunal – Member.	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></p> <p>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></p> <p>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 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><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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(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></p> <p>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></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;- (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>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	<b>Departmental Committee (for considering confirmation) consisting of:</b> (1) President of the Tribunal (or a Member of the 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) Secretary of the Tribunal – Member.	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	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)
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.	<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>

(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.	<p>(i) 50% by direct recruitment.</p> <p>(ii) 50% by promotion failing which by deputation/ absorption.</p>

(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.	<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,</p>

					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). <b>Transcription:</b> 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</p> <p>(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);</p> <p>(i) holding analogous post 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; 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.</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></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 (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>Secretary of the Tribunal —Chairperson;</li> <li>Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Under Secretary) —Member; and</li> <li>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)
<p>(i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University;</p> <p>(ii) Typing speed of 35 w.p.m. in English on computer.</p> <p>[35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word]</p>	Not applicable.	Two years for direct recruitment.	<p>(i) 50% by direct recruitment on the basis of written examination and skill test in English Typing on computer at the prescribed speed;</p> <p>(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);</p> <p><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>

			<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.	<b>Departmental Committee (for considering confirmation) consisting of:-</b> <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]

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