

No.A-45011/14/2016-Ad.IV
Government of India
Ministry of Corporate Affairs

'A' Wing, 5th floor, Shastri Bhawan,
New Delhi-110001
Dated: 9th March, 2016.

Office Memorandum

Subject: Engagement of Law clerk-cum-Research Assistants in National Company Law Tribunal and National Company Law Appellate Tribunal purely on contractual assignment.

Applications are invited from Indian nationals to work as Law Clerk-cum Research Assistant in NCLT/NCLAT on purely contract basis on an honorarium of Rs. 30,000 per month, possessing the following essential qualifications:

- (i) Law Graduates (fresh or experienced) who have passed final year LL.B. examination with a minimum aggregate 50% marks from a recognized university. Candidate appearing in the final year examination shall also be eligible to apply subject to furnishing a certificate from the authorised person of the Institute/university certifying that the candidate is appearing in the final year examination alongwith the Photostat copy of the mark sheet of the previous year.
- (ii) The age of the candidate shall not be above 30 years as on 1st March, 2016.
- (iii) The candidate must have knowledge of computer including retrieval of desired information from various search engines/processors such as Manupatra, SCC online etc.

2. Location and Tentative No. of Law Clerks required: 5 Law Clerks at Delhi for NCLT and 3 for NCLAT, 4 at Mumbai, 2 each at Chennai, Bengaluru, Kolkata, Hyderabad, Ahmedabad, Allahabad & Chandigarh.

3. Duties and functions: Law clerks shall function as Research Assistant attached to Hon'ble Chairperson/President/Members of NCLT/NCLAT for the purpose of identification, selection, collection and combination of case laws, citation and judicial pronouncements relevant to specific proceedings, sitting in the tribunal/appellate tribunal during hearing of matters and noting down the arguments, preparing synopsis of the matters listed in the tribunal, assisting in preparation of draft judgment if asked for. They shall also be responsible for development, storage and speedy retrieval of such material as per requirement and bunching of similar matters.

4. **Character:** The candidate must have absolute integrity, honesty and good moral character for which he/she will submit certificate of two responsible persons at the time of interview. He/she should not be involved in criminal case whether convicted or against whom criminal trial is pending.

5. **Conduct during and after the term of assignment:**

- (i) He/She shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other, or in any manner. He/She will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of term of assignment unless such disclosure is legally required in discharge of lawful duties.
- (ii) The Law Clerk will not accept any other assignment during term of assignment as Laws Clerk. He/She shall not practice as an Advocate in any Court of Law during the course of assignment as Law Clerk.
- (iii) He/She will not leave headquarter without seeking permission from the Hon'ble Judge concerned.
- (iv) He shall maintain punctuality in attending to his duties.

6. **Period of contract:** The period of contract initially will be for six months, extendable upto one year depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal or the Appellate Tribunal, as the case may be, without assigning any reason whatsoever at any time. The short term contractual assignment shall not confer any right or claim to any regularization or continuance of service.

7. **Leave:** They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.

8. They will have the option to give up their assignment by giving one month's advance written notice.

9. **Last date for submission of application:** The interested candidates who are willing to serve in the NCLT/NCLAT shall submit their applications alongwith a brief resume indicating the educational qualifications and experience, if any, by **11th April, 2016** to the undersigned (Shri Ashutosh Anand, Under Secretary, Ministry of Corporate Affairs, Room No. 529, A Wing, Shastri Bhawan, New Delhi). Applications received after due date will not be considered.

10. This may be given wide publicity.



(Ashutosh Anand)

Under Secretary to the Govt. of India
Tele No. 23389782

To

1. Registrar of Supreme Court of India, New Delhi.
2. Registrars/Registrar Generals of all High Courts.
3. Director General of Corporate Affairs, New Delhi.
4. All RDs, RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
5. Secretary, Company Law Board, Paryavaran Bhawan, New Delhi with the request to upload the vacancy circular on CLB's website.
6. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
7. Secretary, Competition Commission of India, MCA, New Delhi.
8. Registrar, Competition Appellate Tribunal, New Delhi.
9. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
10. Technical director, NIC, DoPT, Room No. 11/A, North Block, New Delhi for posting on the DoP&T's website [reference DoP&T's OM No. 28/1/2007-EO(SM.II) dated 23.02.2010].
11. Guard File.

FORMAT OF APPLICATION FOR ENGAGEMENT AS LAW CLERK-CUM-RESEARCH ASSISTANT IN NATIONAL COMPANY LAW TRIBUNAL/NATIONAL COMPANY LAW APPELLATE TRIBUNAL ON CONTRACT BASIS

1.	Name in Full (IN BLOCK LETTERS)	Attested copy of passport size photograph to be pasted				
2.	Organisation (NCLT/NCLAT): Place: (Indicate the place for which application has been made)					
3.	Date of Birth (valid documentary proof to be enclosed)					
4.	Father's Name					
5.	Correspondence Address (Including Telephone Number/ Fax Number/ Email Id.) (Email Id. is mandatory)					
6.	Permanent Address (Including Telephone/Fax Number)					
7.	Present occupation, if any					
8.	Educational Qualifications in the reverse chronological order: (Attested copies of Degree/Diploma to be attached)					
	Name of University/ Equivalent Institution	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction	Subject/ Specialisation
9.	Details of previous engagements					
	Name and address of employer			Period of service		Nature of duty/ experience
				From	To	

10.	Time required for joining the post	
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It is certified that the information furnished above is correct and true to the best of my knowledge.

Place:-

Date:-

(Signature)

Name: _____