

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY,  
PART-II, SECTION 3, SUB SECTION (ii)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

New Delhi, (dated on), 2019

NOTIFICATION

G.S.R.No. \_\_\_\_ (E).- In exercise of the powers conferred by sub-section (1) read with clause (e) of sub-section (2) of section 30 of the New Delhi International Arbitration Centre Act, 2019 the central Government hereby makes the following rules relating to the qualifications, experience, method of selection and the functions of the Registrar, Counsel and other officers and employees of the Centre, namely:-

1. **Short title and commencement.** – (1) These rules may be called the New Delhi International Arbitration Centre (the qualifications, experience, method of selection and the functions of the Registrar, Counsel and other officers and employees of the Centre) Rules 2019.  
(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 New Delhi International Arbitration Centre Act, 2019;
  - (b) "Centre" means the New Delhi International Arbitration Centre established and incorporated under section 3 of the Act;
  - (c) "Counsel" means the person who is appointed as Counsel under section 23 of the Act;
  - (d) "employees" means the employees of the Centre;
  - (e) "officers" means the officer of the Centre;
  - (f) "Registrar" means the person who is appointed as Registrar under Section 23 of the Act; and



(g) "Schedule" means Schedule annexed to these rules.

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

3. **Appointing Authority.-** The Chairperson or any other Officer of the Centre so authorised by the Chairperson shall be the appointing authority of all the Officers and employees of the Centre.

Provided that the appointing Authority shall consult the Central Government before the appointments are made.

4. **Recruitment of Officers and Employees.-** The recruitment to various posts shall be made for different categories of officers and employees as per the entries in the Schedule annexed to these rules.

5. **Number of Posts, classification and scale of pay.-** The number of posts, their classification and the scale of pay attached thereto are given in the columns 2 to 4 in the Schedule annexed to these rules.

6. **Method of recruitment, age limit and other qualification, etc.-** The method of recruitment, Age limit, qualifications and other matters relating to the said posts shall be as specified in the columns 5 to 13 in the Schedule annexed to these rules. However, in case of contractual appointments including short term contract the criterion of maximum age will be 52 years. No person beyond the age of 65 years will be appointed on contractual appointment.

7. **Absorption of employees on appointment on deputation.-** (1) Notwithstanding anything Contained in the provisions of these rules, the persons appointed on deputation basis and who fulfill the qualifications and experience laid down in these rules for direct recruits , shall be eligible for absorption.



(2) Such absorption shall be subject to the condition that the deputationists exercise their option for absorption and their parent Departments/cadre controlling authorities do not have any objection to their being absorbed in the Centre.

**8. Procedure for Direct Recruitment.-** The following procedure shall be followed for making direct recruitment to posts wherever prescribed in the schedule annexed to these rules:

(1) The Centre shall invite applications for the posts through an advertisement on all India Basis.

(2) The applications received under sub-rule (1) shall be screened for eligibility by a screening Committee constituted by the Chairperson.

(3) If the number of applications received is large, then the Selection Committee may recommend a preliminary examination to be got conducted through a professional agency selected on the basis of an open competitive process.

(4) The reservation policy in respect to the Candidates belonging to SC, ST, OBC, EWS and PH of the Government of India (issued from time to time) shall be applicable in the Centre.

(5) The recruitment shall be done by a Selection Committee comprising of:

(i) Chairperson of the Centre – Chairman

(ii) Secretary, Department of Legal Affairs or his Nominee – Member

(iii) Chief Executive Officer –Member

(iv) Expert Member to be nominated by the Chairperson of the Centre - Member

**9. Procedure for appointment on Deputation. -** The following procedure shall be followed for making appointment on deputation to posts wherever prescribed in the schedule annexed to these rules:

(1) The Centre shall invite applications for the posts through an advertisement on all India basis.



(2) The applications received under sub-rule (1) shall be screened for eligibility by a Screening Committee constituted by the Chairperson.

(3) Interviews shall be conducted for selection by such committee as specified by the Chairperson of the Centre in consultation with the Secretary; Department of Legal Affairs.

**10. Period of Deputation.-** 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 organization / Department of the Central Government shall be 3 years from the date of beginning of the deputation. Beyond 3 years, the period of deputation may be extended upto 4th year with the approval of the Secretary, Department of Legal Affairs and upto 5th year with the approval of the Minister for Law & Justice; provided that every extension shall have prior concurrence of the Chairperson of the Centre. The deputationist should not have attained the age of 56 years on the last date of receipt of applications. The instructions on deputation issued by Department of Personnel and Training shall be applicable to officers and staff serving on deputation basis in the Centre.

**11. Disciplinary Proceedings.-** The modalities of disciplinary proceedings against the officers and other employees of the Centre shall be notified by the Chairperson as per such rules and regulations as applicable to officers and employees belonging to Group A, Group B and Group C, as the case may be, of the corresponding scales of pay of the Central Government.

**12. Conditions of service.-** The conditions of service of the officers and other employees of the Centre in matters of pay, Allowances, Leave, Provident fund, age of superannuation pension and retirement benefits medical facilities 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 belonging to Group A, Group B and Group C, as the case may be, of the corresponding scales of pay of the Central Government stationed at those places.

**13. 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 the said post.

14. **Accommodation.-** The officers and employees of the Centre shall be eligible for House Rent Allowance as admissible to officers and employees belonging to Group A, Group Band Group C as the case may be, of the corresponding scales of pay of the Central Government Stationed at those places.

16. **Saving. -** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Class, EWS and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

17. **Other conditions of service. -** Other conditions of service of the officers and employees of the Centre, for which no specific provisions have been provided, shall be regulated in accordance with such rules as are, from time to time, applicable to officers and employees belonging to Group A, Group Band Group C, as the case may be, of the corresponding scales of pay the Central Government stationed at those places.

18. **Power to relax rules.-** The Central Government shall have power to relax the provisions of these rules with respect to any class or category of persons.

19. **Residuary provision.-** Matters, with respect to which no express provision has been made under these rules, shall be referred by the Centre to the Central Government for its decision.

20. **Interpretation.-** If any question arises relating to the interpretation of these Rules, the decision of the Central Government thereon shall be final.



## “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
1. Registrar	*1 (2019)	Not Applicable	Level - 13	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition*		Circumstances in which UPSC is to be consulted in making recruitment	
10		11			12		13	
Deputation (including short-term contract) / promotion		<p>Deputation (including short-term contract):- Officers possessing degree in law from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals or</p> <p>(b) post in Central Government or State Government or Courts/Tribunals, with five years regular service in Level – 12; or</p> <p>(c) post in Central Government or State Government or Courts/Tribunals, with ten years regular service in Level – 11.</p> <p>In case of promotion:- Officials with ten year of regular service in Level – 11 in the New Delhi International Arbitration Centre.</p>			<p>Group ‘A’ Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>i) Chairperson of the Centre – Chairman</p> <p>ii) Chief Executive Officer –Member</p> <p>iii) Expert Member to be nominated by the Chairperson of the Centre - Member</p> <p>iv) Secretary, Department of Legal Affairs or his Nominee – Member</p> <p>*The above committee would examine and recommend candidates for absorption.</p>		Not Applicable	

\* Subject to variation depending upon work load.



## “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
2. Deputy Registrar	*1 (2019)	Not Applicable	Level - 11	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods		In case of recruitment by promotion/ deputation /absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition*		Circumstances in which UPSC is to be consulted in making recruitment	
10		11			12		13	
Deputation (including short-term contract) / promotion		<p>Deputation (including short-term contract):- Officers possessing degree in law from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals or</p> <p>(b) post in Central Government or State Government or Courts/Tribunals, with three years regular service in Level – 10; or</p> <p>(c) post in Central Government or State Government or Courts/Tribunals, with five years regular service in Level – 9.</p> <p>In case of promotion:- Officials with five year of regular service in Level – 9 in the New Delhi International Arbitration Centre.</p>			<p>Group ‘A’ Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>i) Chairperson of the Centre – Chairman</p> <p>ii) Chief Executive Officer –Member</p> <p>iii) Expert Member to be nominated by the Chairperson of the Centre - Member</p> <p>iv) Secretary, Department of Legal Affairs or his Nominee – Member</p> <p>*The above committee would examine and recommend candidates for absorption.</p>		Not Applicable	

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Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any												
1	2	3	4	5	6	7	8	9												
3. Counsel	*3 (2019)	Not Applicable	Level - 10	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods</td> <td style="width: 20%;">In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made</td> <td style="width: 15%;">If Departmental promotion Committee exists what is its composition</td> <td style="width: 5%;">Circumstances in which UPSC is to be consulted in making recruitment</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>Short term contract appointment for period of three years.</td> <td>           Short term appointment:- (i) Officers possessing degree in law from a recognised University; and             (ii) 5 years experience as an advocate preferably in arbitration matters or in the legal affairs in the state govt. or union govt.             Desirable Qualification:            Specialization in Arbitration Law.         </td> <td>N.A.</td> <td>Not Applicable</td> </tr> </table>									Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	10	11	12	13	Short term contract appointment for period of three years.	Short term appointment:- (i) Officers possessing degree in law from a recognised University; and  (ii) 5 years experience as an advocate preferably in arbitration matters or in the legal affairs in the state govt. or union govt.  Desirable Qualification: Specialization in Arbitration Law.	N.A.	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment																	
10	11	12	13																	
Short term contract appointment for period of three years.	Short term appointment:- (i) Officers possessing degree in law from a recognised University; and  (ii) 5 years experience as an advocate preferably in arbitration matters or in the legal affairs in the state govt. or union govt.  Desirable Qualification: Specialization in Arbitration Law.	N.A.	Not Applicable																	

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Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
4. Assistant Registrar	*3 (2019)	Not Applicable	Level - 9	Selection	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition*		Circumstances in which UPSC is to be consulted in making recruitment	
10		11			12		13	
Deputation (including short-term contract) / promotion		<p>Deputation (including short-term contract):- Officers possessing degree in law from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals; or</p> <p>(b) post in Central Government or State Government or Courts/Tribunals, with two years regular service in Level – 8; or</p> <p>(c) post in Central Government or State Government or Courts/Tribunals, with three years regular service in Level – 7.</p> <p>In case of promotion:- Officials with three year of regular service in Level – 7 in the New Delhi International Arbitration Centre.</p>			<p>Group ‘A’ Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>i) Chairperson of the Centre – Chairman</p> <p>ii) Chief Executive Officer –Member</p> <p>iii) Expert Member to be nominated by the Chairperson of the Centre - Member</p> <p>iv) Secretary, Department of Legal Affairs or his Nominee – Member</p> <p>*The above committee would examine and recommend candidates for absorption.</p>		Not Applicable	

\* Subject to variation depending upon work load.



(Draft dated 21.01.2020)

## “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
5. Executive Officer / Assistant Section Officer	*10 (2019)	Not Applicable	Level - 7	Selection post	21-32 years (Relaxable for Government Servant upto 40 years in accordance with instructions or orders issued by the Central Government Note:- the crucial date for determining the age limit shall be the closing date for receipt of application )	i) Bachelor's degree from a recognised University. ii) Computer Training Course of at least 6 months duration from recognised institution. iii) 2 years working experience in the field of administration.	Not Applicable	2 years for Direct Recruit
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made				If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
10		11				12	13	
100% by direct		In case of deputation:- Officers possessing Bachelor's degree from				Group 'B' and Group 'C'	Not Applicable	



recruitment failing which by deputation or contract.	<p>a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or</p> <p>(b) With 5 years regular service in Level – 6 or</p> <p>(c) With 8 years regular service in Level – 5.</p> <p>Essential:</p> <p>Working knowledge of Computer.</p>	<p>Departmental Promotion Committee (for Confirmation) consisting of:-</p> <p>i) Chairperson of the Centre – Chairman</p> <p>ii) Chief Executive Officer – Member</p> <p>iii) Expert Member to be nominated by the Chairperson of the Centre - Member</p> <p>iv) Secretary, Department of Legal Affairs or his Nominee – Member</p> <p>v) Registrar of the Centre – Member.</p>	
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\* Subject to variation depending upon work load.



### “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
6. Private Secretary	*8 (2019)	Not Applicable	Level - 8	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various methods		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
10		11			12		13	
(i) 50% by Deputation.  (ii) 50% promotion on the basis of 'merit cum seniority' of eligible candidates failing which deputation.		In case of Deputation:- Officers possessing Bachelor's degree from a recognised University and holding (i) analogous post on regular basis in Central Government/ State Government /Courts/Tribunals or (ii) post of Court Master/ Stenographer Grade 'C' with at least two year regular service in Pay Level- 7 and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central/ State Government/ Court/ Tribunal.  In case of Promotion:  From amongst Stenographer Grade 'C'/ Tribunal			Group 'B' and Group 'C' Departmental Promotion Committee (for Confirmation) consisting of:- i) Chairperson of the Centre – Chairman ii) Chief Executive Officer –Member iii) Expert Member to be nominated by the Chairperson of the Centre - Member iv) Secretary, Department of Legal Affairs or his Nominee – Member v) Registrar of the Centre – Member.		Not Applicable	



(Draft dated 21.01.2020)

	Masters in Pay Level – 7 who have rendered two years regular service in the New Delhi International Arbitration Centre.		
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(Draft dated 21.01.2020)

## “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
7. PA (Stenographer Grade 'C')	*4 (2019)	Not Applicable	Level - 7	Selection	21-32 Years (Relaxble for Government Servant upto 40 years in accordance with instructions or orders issued by the Central Government Note: the crucial date for determining the age limit shall be the closing date for receipt of applications)	Essential: i) Bachelor's degree from a recognised University. ii) Skill Test Norms:  Dictation: 10mts @ 80 w.p.m.  Transcription: 65 mts (Eng.); 75 mts (Hindi) (On manual typewriter); or 50 mts (Eng.); 65 mts (Hindi) (on computer)  iii) Computer Training Course of at least 6 months duration from a recognised Institution.	Not Applicable	2 years for Direct Recruit



Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	If Departmental promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13
100% by direct recruitment failing which by deputation or contract.	<p>In case of deputation:- Officers possessing Bachelor's degree from a recognised University and holding</p> <p>(a) analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or</p> <p>(b) Stenographer Grade 'D' or equivalent post in Central Government or State Government or Court/ Tribunals, with Ten years regular service in the Level - 4.</p> <p>Essential: Computer Training Course of at least 6 months' duration from a recognised institution. Possessing speed of 80 words per minute in short hand (English/Hindi), knowledge in Computer operation.</p>	N.A.	Not Applicable

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SCHEDULE								
Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
8. Staff Car Driver	*4 (2019)	Not Applicable	Level - 2	Selection	21-32 Years (Relaxble for Government Servant upto 40 years in accordance with instructions or orders issued by the Central Government Note: the crucial date for determining the age limit shall be the closing date for receipt of applications)	(i) Possession of a valid driving license for light and heavy motor vehicles; (ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle) (iii) Experience of driving light and heavy motor vehicle for at least three years. (iv) Pass in 10th Standard from a recognised Board or institute.	Not Applicable	2 years for Direct Recruit
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be field by various		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition		Circumstances in which UPSC is to be consulted in making	



methods			recruitment
10	11	12	13
100% by direct recruitment.	Not Applicable	Not Applicable	Not Applicable

\* Subject to variation depending upon work load.



### “SCHEDULE”

Name of the Post	Number of post	Classification	Level of Pay	Whether Selection post Or non Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in cases of promotees	Period of probation if any
1	2	3	4	5	6	7	8	9
9. MTS	*12 (2019)	Not Applicable	Level - 1	Selection	18-32 Years (Relaxable for Government Servant upto 40 years in accordance with instructions or orders issued by the Central Government Note: the crucial date for determining the age limit shall be the closing date for receipt of applications)	The candidates must have passed Matriculation Examination or equivalent from a recognized Board.	Not Applicable	2 years for Direct Recruit
Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage or vacancies to be filled by various methods		In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made			If Departmental promotion Committee exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	
10		11			12		13	
100% by direct recruitment.		Not Applicable			Not Applicable		Not Applicable	

\* Subject to variation depending upon work load.