

No. A-60011/24/2022-NDIAC  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhavan, New Delhi  
Dated 14<sup>th</sup> September, 2022.

**CIRCULAR**

**Subject:- Inviting applications for filling up various posts on deputation( on foreign service term basis) in the New Delhi International Arbitration Centre (NDIAC), New Delhi.**

The New Delhi International Arbitration Centre (NDIAC) is an autonomous body set up at New Delhi under the New Delhi International Arbitration Centre Act, 2019.

2. Department of Legal Affairs invites applications for filling up the following vacancies (may vary at the time of selection) on deputation (on Foreign Service Terms basis) in the NDIAC at New Delhi from amongst suitable and eligible officers as per the following requirements:-

S.N o.	Name of the post and Scale of Pay	Number of vacancy	Eligibility criteria
1.	Registrar  Level -13 in the Pay matrix  (Rs. 123100-215900)	01	Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,-  (a) (i) holding analogous post on regular basis; or  (ii) with three years regular service in the post in Level-12 of the pay matrix rendered after appointment thereto; or  (iii) with eight years regular service in the post in Level-11 of the pay matrix rendered after appointment thereto; and (b) possessing a degree in law or management from a recognized University or Institute.  Desirable - Three years teaching experience in Arbitration Law or three years working experience in arbitration matters.
2.	Deputy Registrar Level 11 in the pay matrix	01	Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,- (a) (i) holding analogous post on regular basis; or

	(Rs.67700-208700)		<p>(ii) with five years regular service in the post in Level – 10 of the pay matrix rendered after appointment thereto; or</p> <p>(iii) with eight years regular service in the post in Level – 9 of the pay matrix rendered after appointment thereto; and</p> <p>(b) possessing a degree in law or management from a recognized University or Institute.</p> <p>Desirable - Three years' experience in Arbitration matters.</p>
3.	Assistant Registrar Level 9 in the Pay matrix (Rs. 53100-167800)	01	<p>Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,-</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) with three years regular service in the post in Level – 8 of the pay matrix rendered after appointment thereto; or</p> <p>(iii) with five years regular service in the post in Level – 7 of the pay matrix rendered after appointment thereto; and</p> <p>(b) possessing a degree in law from a recognized University or Institute.</p> <p>Desirable- two years experience in Arbitration Law.</p>
4.	Assistant Registrar (Accounts) Level 9 in the pay matrix (Rs. 53100-167800)	01	<p>Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,-</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) with five years regular service as Assistant Accounts Officer or Auditor in Level – 8 of the pay matrix rendered after appointment thereto; or</p> <p>(iii) with eight years regular service as Junior Accounts Officer or Senior Accountant or Accountant in Level - 7 of the pay matrix rendered after appointment thereto.</p> <p>Desirable - (1) B.Com degree or equivalent from a recognised University or Institution. (2) Having a pass certificate in subordinate accounts service or equivalent service conducted by any organized accounts department of the Central Government or training in Cash and Accounts work from the Institute of Secretariat Training &amp; Management.</p>
5.	Executive Assistant/ Assistant Section Officer	01	- Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,-

	(Accounts) Level 7 in pay matrix (Rs.44900-142400)		<b>Essential :-</b> (a) (i) holding analogous post on regular basis; or (ii) with five years regular service in the post in Level – 6 of the pay matrix rendered after appointment thereto; and (b) a Bachelor's degree from a recognised University or Institution. <b>Desirable :-</b> (i) B.Com degree from a recognised University; (ii) having a pass certificate in subordinate accounts service or equivalent exam conducted by any organized accounts department of the Central Government ; (iii) having successfully completed training in Cash and Accounts work from the Institute of Secretariat Training and Management; (iv) Working knowledge of Computers.
6.	Private Secretary  Level-8 of pay matrix (Rs. 47600-151100)	02	Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,- (a) (i) holding analogous post on regular basis; or  (ii) holding the post of Court Master or Stenographer Grade C with two years regular service in Level – 7 of the pay matrix rendered after appointment thereto; And  (b) possessing Bachelor's degree from a recognized University or Institute.

3. Age Limit :- The candidate should be below 56 years of age as on the closing date of the application.

4. Period and other terms and conditions of deputation :- (1)The period of deputation including the period of deputation or contract, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed three years.

(2) The general terms and conditions of services at NDIAC will be governed by the New Delhi International Arbitration Centre(Number of Posts and Recruitment of Registrar, Counsel and other officers and employees) Rules 2022 and guidelines of the Central Government.

(3) The terms and conditions of deputation, including the pay and allowances shall be governed by the provisions laid down in the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay.II) dated 17<sup>th</sup> June, 2010 and other orders/guidelines issued in this regard from time to time.



5. Eligible and willing candidate may apply to the Department of Legal Affairs in prescribed format- **Annexure-I**.

6. Application in the prescribed format (Annexure-I) should reach to the Section Officer(NDIAC), Department of Legal Affairs, Room No. 435, A-Wing, Shastri Bhavan, New Delhi-110001 on or before the last date of receipt of the application. **The last date of receipt of applications complete in all respects is 30 days from the date of publishing of advertisement in the Employment News.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidate :-

- (i) Attested copy of application in prescribed proforma- **Annexure-1**
- (ii) Cadre Clearance Certificate from the Controlling Authority.
- (iii) Statement giving details of Major/Minor penalties, imposed upon the Officer, if any, during the last ten(10) years –**Annexure-II**
- (iv) Vigilance Clearance/Integrity Certificate (**Annexure II**)
- (v) Photocopies of ACRs/APARs for the last five(05) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

8. While forwarding the application, it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.

9. Department of Legal Affairs may, in exceptional circumstances, convene the meeting of the Selection Committee and/or consider a candidate without waiting for his/her cadre clearance certificate and other documents listed in the paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. Department of Legal Affairs reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

  
(Kuldeep Mendiratta)  
Under Secretary to the Govt. of India

To,

- (i) Director (CS Division), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with a request to post this circular on the website of DOPT.
- (ii) All Ministries/Departments of the Government of India with a request to give wide publicity in their Attached and Subordinate office, Autonomous bodies/Tribunals.
- (iii) All the State Governments/Administration of Union territories with a request to give publicity in their Departments/Offices.

- (iv) Registrar, Supreme Court of India, New Delhi with a request to give wide publicity in their office.
- (v) Registrar, High Courts in all States/UT with a request to give wide publicity in their office.
- (vi) Registrar, Principal and all Bench of Central Administrative Tribunal with a request to give wide publicity in their office.

Copy also to :

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1. Director (Admin), Deptt of Legal Affairs, Shastri Bhavan, New Delhi
  2. Technical Director, NIC, Deptt of Legal Affairs with a request to upload the circular on Department website.

**ANNEXURE-I****APPLICATION FOR DEPUTATION (ON FOREIGN SERVICE TERMS) IN THE  
NEW DELHI INTERNATIONAL ARBITRATION CENTRE, NEW DELHI****(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)**

1.	Post applied for (Please mention name of the post)					
2.	Name of the Candidate( in block letters)					
3.	Gender (Male/Female):	Affix passport size photo graph				
4.	Date of Birth (DD/MM/YYYY):					
5.	Date of retirement (DD/MM/YYYY):					
6.	Address for correspondence, mobile number and e-mail id					
7.	Education qualification (Graduation Level and above):					
	Examination Passed	University/Institution	Year of Passing	%Marks	Subjects	
8(i)	Date of Entry in Service/initial appointment	Name of Organisation				
8(ii)	Details of employment in chronological order (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Organisation	Post Held	From	To	Scale of Pay	Nature of Duties
9.	Complete office address along with telephone number of the present employer					
10	Nature of the present employment: (Adhoc/Temporary/Quasi-permanent/Permanent)					
11.	Present grade and date from which held on regular/substantive basis					
12.	Name of the Service, if belonging to Organised Service of the Central Government					

13.	Whether Educational and other qualification required for the post are satisfied ? (Yes/No)		
14.	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same		
15	If applied for more than one post, desired experience for all such posts may be indicated		
	Qualification/Experience Required	Qualification/Experience possessed by the officer	
	Essential		
i)			
ii)			
iii)			
	Desired		
i)			
ii)			
iii)			
14.	In case the present employment is held on deputation/contract basis, please state	Date of Initial appointment:	
		Period of appointment on deputation/contract:	
		Name of the parent office/organisation to which you belong:	
15	Training/Courses attended:		
16.	Details of awards/honours/appreciation :		
17.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:		

Date:

Place:

(Signature of the Candidate)

Name :

Contact No :

Email:

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority.



**To be filled up by the cadre controlling authority**

Office of \_\_\_\_\_

F. No. \_\_\_\_\_

1. The applicant Shri/Smt./Ms.....  
if selected, will be relieved immediately for a period of three years. (The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than one year in any case.)
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per condition mentioned in the circular/advertisement.
4. Integrity of the applicant is certified.
5. No vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed)
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature

Name, Designation & Tel. No. of the forwarding officer

(Office Stamp)

Date :

Place :