MINISTRY OF LAW AND JUSTICE

(Department of Legal Affairs)

NOTIFICATION

New Delhi, the 24th June, 2022

G.S.R. 469(E).—In exercise of the powers conferred by clause (e) of sub-section (2) of section 30 of the New Delhi International Arbitration Centre Act, 2019 (17 of 2019), the Central Government hereby makes the following rules regulating the number of officers and employees, qualifications, appointment and other terms and conditions of services, of the Registrar, Counsel and other officers and employees of the Secretariat of the Centre, namely:-

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1. **Short title and commencement.**—(1) These rules may be called the New Delhi International Arbitration Centre (Number of Posts and Recruitment of Registrar, Counsel and other officers and employees) Rules, 2022.

(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 (17 of 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 the 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 the Registrar under section 23 of the Act;

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

(h) "Selection Committee" means the Selection Committee referred to under column (12) of the Schedule.

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

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

4. **Method of recruitment, age limit, qualifications, etc.**—(1) The method of recruitment to the said posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the Schedule.

(2) In case the Centre is not able to fill up any post due to non-availability of suitable candidates or any other reason, the Centre may appoint any person, who in the opinion of the Selection Committee, is possessing the qualifications prescribed for appointment to the post on deputation basis, on contract for a period of one year which may be extended up to a maximum period of three years with the approval of the Chairperson.

(3) The remuneration to such contractual appointee may be fixed in consultation with the Financial Advisor of the Centre with reference to the pay level in the pay matrix prescribed for the post.

5. **Appointing authority.**—The Chairperson or any other officer of the Centre authorised by the Chairperson shall be the appointing authority of all the officers and employees of the Centre:

Provided that where an officer of the Centre is authorized to be appointing officer, the Chairperson shall be the appointing officer of such officer;

Provided further that the appointing authority shall consult the Central Government before any appointment is made.

6. **Procedure for direct recruitment.**— (1) The procedure for making direct recruitment to a post, wherever specified in the Schedule, shall be as follows, namely:-

(i) the Centre shall invite applications for the post through an advertisement on all India basis;

(ii) the applications shall be screened by a Screening Committee constituted by the Chairperson;

(iii) in case the number of applications received are more then, the Selection Committee may recommend a preliminary examination to be conducted through an agency having experience in the field of conducting such examination selected on the basis of an open competitive process.

(2) The reservation to the candidates belongings to the Scheduled Caste, the Scheduled Tribe, the Other Backward Class, the Economically Weaker Section and persons with disabilities shall be in accordance with the orders or instructions issued by the Central Government from time to time;

(3) The recruitment shall be made by the Selection Committee.

7. Procedure for appointment on deputation.—The procedure for appointment on deputation, wherever specified in the Schedule, shall be as follows, namely:-

(i) the Centre shall invite applications for the posts through an advertisement on all India basis;

(ii) the applications shall be screened by a Screening Committee constituted by the Chairperson;

(iii) interviews shall be conducted for selection by the Selection Committee;

Provided that the initial appointment to the posts on deputation basis may be made by the Central Government.

8. Period of deputation.— (1) 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 shall ordinarily not exceed three years.

(2) The period of deputation may be extended with the approval of the Central Government in accordance with the orders or instructions of the Central Government issued from time to time in this behalf.

Provided that every request for extension of the period of deputation shall be forwarded by the Centre to the Central Government with prior approval of the Chairperson of the Centre.

(3) The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.

9. Absorption of employees appointed on deputation.—(1) Notwithstanding anything in these rules, the persons appointed on deputation shall, on successful completion of the deputation term, be eligible to be considered for absorption.

(2) The absorption shall be made by the Centre with the prior approval of the Central Government.

(3) The absorption shall be subject to the condition that the deputationist exercises his option for absorption and the parent Department or cadre controlling authority shall not have objection for such absorption.

10. Disciplinary proceedings.—The disciplinary proceedings against the officers and other employees of the Centre shall be as per rules and regulations applicable to officers and employees belonging to Group A, B or C posts, as the case may be, of the corresponding scales of pay of the Central Government.

11. Accommodation.—The officers and employees of the Centre shall be entitled to a house rent allowance at the same rate, as are admissible to officers and employees belonging to Group A, B and C posts, as the case may be, of the Central Government holding the post in corresponding scale of pay, stationed at those places.

12. Conditions of service.—The conditions of service of the officers and other employees of the Centre in the 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, B or C posts, as the case may be, in corresponding scales of pay in the Central Government.

13. Disqualification.—No person,

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

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

shall be eligible for appointment to any of the said posts:

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

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

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

16. Residuary provisions.—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.

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SCHEDULE

Name of post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
1. Registrar.	01* (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 13.	Selection.	Not exceeding fifty years.

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.
(7)	(8)	(9)
Essential. - (a) (i) Bachelor's degree in Law; or (ii) Management from a recognised University; and (b) Sixteen years experience in field of Law or Management in the Central Government or State Government or Public Sector Undertakings or Autonomous bodies. **Desirable** :- Experience in handling Arbitration Matters.	No.	One year.

Method of recruitment.	In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation or absorption is to be made.	Selection Committee for considering cases of promotion or deputation or absorption or contract appointments	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)
Promotion failing which by deputation (including short-term contract) and failing both by direct recruitment.	**Promotion**: Deputy Registrar with eight years of regular service in the grade. **Deputation (including short-term contract):** 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 recognised University or Institute.	(i) Chairperson of the Centre – Chairman; (ii) Secretary, Department of Legal Affairs or his Nominee – Member; (iii) Chief Executive Officer –Member; (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

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	Desirable - Three years teaching experience in Arbitration Law or three years working experience in arbitration matters.		

(1)	(2)	(3)	(4)	(5)	(6)
2. Deputy Registrar.	01* (2022) * Subject to variation depending upon work load.	Not Applicable.	Level – 11.	Non-Selection.	Not applicable.

(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.

10	11	12	13
Promotion failing which by deputation (including short-term contract).	**Promotion**: Counsel with six years of regular service in the grade or Assistant Registrar with eight years of regular service in the grade. **Deputation (including short-term contract):** 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 five years regular service in the post in Level – 10 of the pay matrix rendered after appointment thereto; or (iii) with eight years regular service in the post in Level – 9 of the pay matrix rendered after appointment thereto; and (b) possessing a degree in law or management from a recognised University or Institute. **Desirable -** Three years' experience in Arbitration matters.	(i) Chairperson of the Centre – Chairman; (ii) Secretary, Department of Legal Affairs or his Nominee – Member; (iii) Chief Executive Officer –Member ; (iv) Expert Member nominated by the Chairperson – Member;	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
3. Counsel.	02* (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 10.	Not applicable.	Not exceeding thirty five years.

(7)	(8)	(9)
Essential - (i) Bachelor's degree in Law or Management from a recognised University (ii) Four years experience in the field of law or management in the Central Government or State Government or Courts or Tribunals or Public Sector Undertaking or Autonomous bodies. **Desirable** :- Experience in handling arbitration matters.	No.	Two years for direct recruit.

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(10)	(11)	(12)	(13)
Direct Recruitment. **Note:** Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation (including short-term contract) basis from officers of 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 – 9 of the pay matrix rendered after appointment thereto; or (iii) with five years regular service in the post in Level – 8 of the pay matrix rendered after appointment thereto; and (b) possessing the qualifications and experience prescribed for direct recruits under column (7).	Not applicable.	(i) Chairperson of the Centre – Chairman (ii) Secretary, Department of Legal Affairs or his Nominee – Member (iii) Chief Executive Officer –Member (iv) Expert Member nominated by the Chairperson - Member	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
4. Assistant Registrar.	01* (2022) * Subject to variation depending upon work load.	Not applicable.	Level-9.	Selection.	Not applicable.

(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.

10)	(11)	(12)	(13)
Promotion failing which by deputation (including short-term contract).	**Promotion. -** Officials with eight years of regular service in Level – 7 and possessing a degree in law from a recognised University or Institution. **Deputation (including short-term contract).** 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 – 8 of the pay matrix rendered after appointment thereto; or (iii) with five years regular service in the post in Level – 7 of the pay matrix rendered after appointment thereto; and (b) possessing a degree in law from a recognised University or Institute. Desirable- Two years experience in Arbitration Law.	(i) Chairperson of the Centre – Chairman. (ii) Secretary, Department of Legal Affairs or his Nominee – Member. (iii) Chief Executive Officer –Member . (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
5. Assistant Registrar (Accounts).	01* (2022) * Subject to variation depending upon work load.	Not applicable.	Level-9.	Not applicable.	Not applicable.

(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.

10)	(11)	(12)	(13)
Deputation (including short-term contract) .	**Deputation (including short-term contract).** Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,- (i) holding analogous post on regular basis; or (ii) with five years regular service as Assistant Accounts Officer or Auditor in Level – 8 of the pay matrix rendered after appointment thereto; or (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. **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 organised accounts department of the Central Government or training in Cash and Accounts work from the Institute of Secretariat Training and Management.	(i) Chairperson of the Centre – Chairman. (ii) Secretary, Department of Legal Affairs or his Nominee – Member. (iii) Chief Executive Officer –Member. (iv) Expert Member nominated by the Chairperson – Member.	Not Applicable.

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(1)	(2)	(3)	(4)	(5)	(6)
6. Executive Assistant / Assistant Section Officer (Information Technology).	01* (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	21-32 years (Relaxable for Government Servants up to forty years in accordance with instructions or orders issued by the Central Government from time to time **Note:-** the crucial date for determining the age limit shall be the closing date for receipt of application by the Centre.

(7)	(8)	(9)
Essential: (i) Bachelor of Engineering or Bachelor of Technology in Computer Science or Computer Application or Computer Engineering from a recognised University or Institution; or	Not applicable.	Two years for direct recruit.

Masters' Degree in Computer Application or Computer Science from a recognised University or Institution ; and (ii) Three years experience in Computer Programming or Data Processing or Networking in any reputed organisation.		

10)	(11)	(12)	(13)
Direct recruitment. **Note:** Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation (including short-term contract) basis from officers of Central Government or State Government or Courts or Tribunals or Autonomous bodies,- (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) possessing the qualifications and experience prescribed for direct recruits under column (7).	Not applicable.	(i) Chairperson of the Centre – Chairman; (ii) Secretary, Department of Legal Affairs or his Nominee – Member; (iii) Chief Executive Officer –Member ; (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
7. Executive Assistant/ Assistant Section Officer.	*03 (2022) *Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	21-32 years. (Relaxable for Government Servants up to forty 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.)

(7)	(8)	(9)
Essential: (i) Bachelor's degree from a recognised University or Institution; (ii) Diploma or Certificate in Computer applications of minimum six months duration from any Central or State Government Institute or recognised University or Board; and (iii) Two years experience (Regular or Contractual) in the field of administration in the Central Government or State Government department or Autonomous bodies.	Not applicable.	Two years for direct recruits.

10)	(11)	(12)	(13)
Direct recruitment. **Note:** Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation (including short-term contract) basis from officers of Central Government or State Government or Courts or Tribunals or Autonomous bodies,-	Not applicable	(i) Chairperson of the Centre – Chairman (ii) Secretary, Department of Legal Affairs or his Nominee – Member (iii) Chief Executive Officer –Member (iv) Expert Member nominated by the Chairperson - Member	Not applicable.

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(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; or (iii) with eight years regular service in the post in Level – 5 of the pay matrix rendered after appointment thereto; and (b) possessing the qualifications and experience prescribed for direct recruits under column (7).			

1	2	3	4	5	6
8. Executive Assistant/ Assistant Section Officer (Accounts).	*01 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	Not applicable.

7	8	9
Not applicable.	Not applicable.	Not applicable.

10)	(11)	(12)	(13)
Deputation (including short term contract).	**Deputation (including short term contract). -** Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,- **Essential :-** (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) possessing a Bachelor's degree from a recognised University or Institution. **Desirable** :- (i) B.Com degree from a recognised University; (ii) having a pass certificate in subordinate accounts service or equivalent exam conducted by any organised accounts department of the Central Government ; (iii) having successfully completed training in Cash and Accounts work from the Institute of Secretariat Training and Management; and (iv) Working knowledge of Computers.	(i) Chairperson of the Centre – Chairman. (ii) Secretary, Department of Legal Affairs or his Nominee – Member. (iii) Chief Executive Officer –Member. (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
9. Private Secretary.	04* (2022) * Subject to variation depending upon work load.	Not applicable.	Level - 8	Non- selection.	Not applicable.

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(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.

10)	(11)	(12)	(13)
(i) Fifty per cent. by promotion on the basis of 'merit cum seniority' of eligible candidates failing which on deputation (including short term contract); and (ii) fifty per cent. by deputation (including short term contract).	**Promotion. -** Stenographer Grade 'C' in Level – 7 with two years regular service in the grade. **Deputation (including short term contract). -** 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 recognised University or Institution.	(i) Chairperson of the Centre – Chairman. (ii) Secretary, Department of Legal Affairs or his Nominee – Member. (iii) Chief Executive Officer –Member. (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

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(1)	(2)	(3)	(4)	(5)	(6)
10. Personal Assistant (Stenographer Grade 'C').	03* (2022) * Subject to variation depending upon work load.	Not applicable.	Level -7.	Not applicable.	21-32 years. (Relaxable for Government Servants up to forty years in accordance with instructions or orders issued by the Central Government from time to time). **Note:** The crucial date for determining the age limit shall be the closing date for receipt of applications by the Centre.

(7)	(8)	(9)
(i) Bachelor's degree from a recognised University or Institution; (ii) Skill Test Norms: Dictation: 10 minutes @ 100 w.p.m. Transcription: forty minutes (Eng.); 55 minutes (Hindi) (on computer); and (iii) Diploma/Certificate in Computer applications of minimum six months duration from any Central or State Government Institute or any recognised University or Board.	Not applicable.	Two years for direct recruit.

(10)	(11)	(12)	(13)
Direct recruitment. **Note:** Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation (including short-term contract) basis from officers of Central Government or State Government or Courts or Tribunals or Autonomous bodies,- (a) (i) holding analogous post on regular basis;	Not applicable.	(i) Chairperson of the Centre – Chairman. (ii) Secretary, Department of Legal Affairs or his Nominee – Member. (iii) Chief Executive Officer –Member. (iv) Expert Member nominated by the Chairperson – Member.	Not applicable.

or (ii) holding the post of Stenographer Grade 'D' or equivalent post with ten years regular service in Level – 4 of the pay matrix rendered after appointment thereto; and (b) possessing the qualifications and experience prescribed for direct recruits under column (7).			

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