MINISTRY OF LAW AND JUSTICE

(Department of Legal Affairs)

NOTIFICATION

New Delhi, the 9th July, 2022

G.S.R. 530(E).— In exercise of the powers conferred by sub-section (1) of section 84 read with sub-sections (4) and (5) of section 43M of the Arbitration and Conciliation Act, 1996 (26 of 1996), 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 Secretariat of the Council, namely:-

1. **Short title and commencement**.-(1) These rules may be called the Arbitration Council of India (Number of officers and other Employees, their qualifications, appointment and other Terms and Conditions) 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 Arbitration and Conciliation Act, 1996(26 of 1996);

(b) "Schedule" means Schedule annexed to these rules; and

(c) "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 the Schedule.

4. **Method of recruitment, age limit, qualifications, etc**.- 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.

5. **Appointment on temporary basis.**- (1) In case the Council is not able to fill up any post due to non-availability of suitable candidates or any other reason, the Council may appoint any person, who in the opinion of the Selection Committee, is possessing the qualifications prescribed for appointment to the post 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 Council.

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

6- **Appointing authority.** - The Chairperson or any other officer of the Council authorised by the Council shall be the appointing authority of the officers and employees of the Council:

Provided that where an officer of the Council is authorised 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.

7. **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 Council 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; and

(iii) the Selection Committee may, if it considers appropriate, 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 recruitment shall be made by the Selection Committee.

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

(i) the Council 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; and

(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.

9. 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 and 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 to the Central Government with prior approval of the Council.

(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.

10. 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 Council 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 the cadre controlling authority shall not have objection for such absorption.

11. Disciplinary proceedings. - The disciplinary proceedings against the officers and other employees of the Council 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.

12. Accommodation. - The officers and employees of the Council 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.

13. Conditions of service. – The conditions of service of the officers and other employees of the Council 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.

14. 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:

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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.

15. 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.

16. 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.

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

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.	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. Director.	*1 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 13.	Non-selection.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

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).	**Promotion**. - Deputy Director with eight years regular service. **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 three years regular service in Level – 12 of the pay matrix rendered after appointment thereto; or (iii) with ten years regular service in Level – 11 of the pay matrix rendered after appointment thereto.	(i) Chairperson of the Council- Chairperson. (ii) Secretary, Department of Legal Affairs or his nominee – Member. (iii) Chief Executive Officer – Member. (iv) Expert Member to be nominated by	Not applicable.

						the Chairperson of the Council-Member.		

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2. Senior Principal Private Secretary / Principal Staff Officer.	4* (2022) * Subject to variation depending upon work load.	Not applicable.	Level -12.	Non-selection.	Not applicable.	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. -** Principal Private Secretary with five years regular service. **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 year regular service as Principal Private Secretary in Pay Level- 11 of the pay matrix rendered after appointment thereto; or (iii) with at least eight year regular service as Private Secretary in Pay Level- 8 of the pay matrix rendered after appointment thereto. Desirable. – Degree in Law.	(i) Chairperson of the Council – Chairperson. (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 Council – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3. Deputy Director.	*2 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 11.	Non-selection.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

(10)	(11)	(12)	(13)
Promotion failing which by Deputation (including short-term contract).	**Promotion. -** Assistant Director with six years regular service. **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	(i) Chairperson of the Council-Chairperson. (ii) Secretary, Department of Legal Affairs or his nominee –	Not applicable.

	(ii) with five years regular service in Level – 10 of the pay matrix rendered after appointment thereto; or (iii) with six years regular service in Level – 9 of the pay matrix rendered after appointment thereto.	Member. (iii) Chief Executive Officer –Member. (iv) Expert Member to be nominated by the Chairperson of the Council-Member.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4. Principal Private Secretary.	*4 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 11.	Non-selection.	Not applicable.	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. -** Private Secretary with six years regular service. **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 six year regular service as Private Secretary in Pay Level- 8 of the pay matrix rendered after appointment thereto; or (iii) with seven year regular service as Personal Assistant in Pay Level- 7 of the pay matrix rendered after appointment thereto. Desirable. – Degree in Law.	(i) Chairperson of the Council – Chairperson. (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 Council – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5. Assistant Director.	*2 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 10.	Non-selection.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

(10)	(11)	(12)	(13)
Promotion failing which by Deputation (including short-term contract).	**Promotion. -** Executive Assistant and Assistant Section Officers with eight years regular service. **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	(i) Chairperson of the Council-Chairperson. (ii) Secretary, Department of Legal Affairs or his nominee – Member.	Not applicable.

	(ii) with two years regular service in Level – 8 of the pay matrix rendered after appointment thereto; or (iii) with three years regular service in Level – 7 of the pay matrix rendered after appointment thereto.	(iii) Chief Executive Officer –Member. (iv) Expert Member to be nominated by the Chairperson of the Council- Member.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6. Assistant Director (Accounts).	*1 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 10.	Not applicable.	Not applicable.	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 the pay 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 pay Level - 7 of the pay matrix rendered after appointment thereto. Desirable. - (1) Bachelors degree in commerce or accountancy from a recognised University or equivalent. (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 Council- Chairperson. (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 Council- Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7. Private Secretary.	*2 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 8.	Non-selection.	Not applicable.	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	**Promotion. -** Personal Assistants with two years regular service. **Deputation (including short-term contract). -** Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies, -	(i) Chairperson of the Council – Chairperson. (ii) Secretary, Department of Legal Affairs or his nominee – Member. (iii) Chief Executive	Not applicable.

candidates failing which on deputation (including short term contract); and (ii) fifty per cent. by deputation (including short term contract).	(i) holding analogous post on regular basis; or (ii) with at least two years regular service as Court Master or Stenographer Grade 'C' in Pay Level-7 of the pay matrix rendered after appointment thereto.	Officer –Member. (iv) Expert Member to be nominated by the Chairperson of the Council – Member.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8. Executive Assistant / Assistant Section Officer (Information Technology)	*01 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	Between 21 and 32 years. (Relaxable for Government Servants up to 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) Bachelors degree in Computer Science or Computer Technology or Computer Engineering or Masters' Degree in Computer Application or Computer Science from any recognised University or Institution; and (ii) three years experience in computer programming or Data processing or Networking in any reputed organisation.	Not applicable.	2 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; or (ii) with five years regular service in Level – 6 of the pay matrix rendered after appointment thereto; and	Not applicable.	(i) Chairperson of the Council – Chairperson. (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 Council –	Not applicable.

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(b) having two years' experience in handling computer networks, information technology related works and programming.		Member.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9. Executive Assistant/ Assistant Section Officer.	*5 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	Between 21 and 32 years (Relaxable for Government Servants 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) Diploma or Certificate in Computer applications of at least 6 months duration from any Central Government Institute or State Government. Institute or recognised University or Board; and (iii) two years working experience (regular or contractual) in the field of administration in any Central Government or State Government. Department or autonomous body.	Not applicable.	2 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) holding analogous post on regular basis; or (b) with five years regular service in Level – 6 of the pay matrix rendered after appointment thereto; or (c) with eight years regular service in Level – 5 of the pay matrix rendered after appointment thereto.	Not applicable.	(i) Chairperson of the Council – Chairperson. (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 Council – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10. Executive Assistant/ Assistant Section Officer (Accounts).	1* (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Not applicable.	Not applicable.	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 examination 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 Council – Chairperson. (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 Council – Member.	Not applicable.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
11. Personal Assistant.	*5 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 7.	Non-selection.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

(10)	(11)	(12)	(13)
(i) Fifty percent by promotion on the basis of 'merit cum seniority' of eligible candidates failing which on deputation (including short term contract); and (ii) fifty percent by deputation (including short term contract).	**Promotion.** –Stenographer Gr.'D' with ten years regular service. **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 ten year regular service as Stenographer Grade 'D' in the Level – 4 of the pay matrix rendered after appointment thereto.	(i) Chairperson of the Council – Chairperson. (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 Council – Member.	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
12. Stenographer Grade 'D'.	*3 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 4.	Not applicable.	Between 21 and 32 years (Relaxable for Government Servant up to 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) Skill test Norms: Dictation: 10min. @ 80 w.p.m.. Transcription (on computer): 50 min (Eng.); 65 min (Hindi); and (iii)Diploma or Certificate in computer applications of at least six months duration from any Central Government Institute or State Government Institute or 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 the 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 year regular service in Level – 3 of the pay matrix rendered after appointment thereto; and (b) having a Diploma or Certificate in computer applications of at least six months duration from any Central Government Institute or State Government Institute or recognized University or Board.	Not applicable.	(i) Chairperson of the Council – Chairperson. (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 Council – Member.	Not applicable.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13. Staff Car Driver.	*5 (2022) * Subject to variation depending upon work load.	Not applicable.	Level – 2.	Not applicable.	Between 18 and 27 years (Relaxable for Government Servant up to 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 motor vehicles; (ii) knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); (iii) experience of driving light motor vehicle for at least three years; and (iv) pass in 10th Standard from a recognised Board or Institute.	Not applicable.	2 years.

(10)	(11)	(12)	(13)
Direct recruitment.	Not applicable.	Not applicable.	Not applicable.

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[F. No. 60011/152/2019-Admn.III (LA)/NDIAC]

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Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri, New Delhi-110064
and Published by the Controller of Publications, Delhi-110054.