

File No. A-12011/6/2023-IIAC

India International Arbitration Centre (“IIAC”)

Plot No. 06, Institutional Area,

Vasant Kunj, New Delhi – 110070

Dated: 08.05.2026

CIRCULAR

Subject:- Inviting applications for filling up various posts on deputation (on foreign service term basis) in the India International Arbitration Centre (“IIAC/Centre”), New Delhi.

The India International Arbitration Centre (“IIAC/Centre”) is an autonomous body set up at New Delhi under the India International Arbitration Centre Act, 2019.

2. India International Arbitration Centre (“IIAC/Centre”) invites applications for filling up the following vacancies (may vary at the time of selection) on deputation (on Foreign Service Terms basis) in the IIAC at New Delhi from amongst suitable and eligible officers as per the following requirements:-

S. No.	Name of the post and Scale of Pay	Number of vacancy	Eligibility criteria
1.	Assistant Registrar Level-9 in the pay matrix (Rs. 53100-167800)	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-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

			<p>(b) possessing a degree in law from a recognized University or Institute.</p> <p>Desirable - Two years experience in Arbitration Law.</p>
2.	<p>Assistant Registrar (Accounts)</p> <p>Level-9 in the pay matrix (Rs. 53100-167800)</p>	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;</p> <p>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 -</p> <p>(i) B.Com degree or equivalent from a recognised University or Institution.</p> <p>(ii) 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 & Management.</p>
3.	<p>Private Secretary</p> <p>Level-8 of pay matrix (Rs. 47600-151100)</p>	04	<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) holding the post of Court Master or Stenographer Grade C with two years regular</p>

			<p>service in Level - 7 of the pay matrix rendered after appointment thereto; and</p> <p>(b) possessing Bachelor's degree from a recognized University or Institution.</p>
4.	<p>Executive Assistant/ Assistant Section Officer</p> <p>(Accounts)</p> <p>Level-7 in pay matrix (Rs.44900-142400)</p>	01	<p>Officers of the Central Government or State Government or Courts or Tribunals or Autonomous bodies,-</p> <p><u>Essential</u> -</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) with five years regular service in the post in Level - 6 of the pay matrix rendered after appointment thereto; and</p> <p>(b) possessing a Bachelor's degree from a recognised University or Institution.</p> <p><u>Desirable</u> -</p> <p>(i) B.Com degree from a recognised University; or Institution.</p> <p>(ii) having a pass certificate in subordinate accounts service or equivalent exam conducted by any organized accounts department of the Central Government.</p> <p>(iii) having successfully completed training in Cash and Accounts work from the Institute of Secretariat Training and Management.</p> <p>(iv) Working knowledge of Computers.</p>

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:**

(i) 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.

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

(iii) 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 17th June 2010 and other orders/guidelines issued in this regard from time to time.

5. Eligible and willing candidate may apply to the India International Arbitration Centre (“IIAC/Centre”) in prescribed format- **Annexure-I**.

6 Application in the prescribed format (Annexure-I) should reach to the India International Arbitration Centre (“IIAC”), Plot No .6, Institutional Area, Vasant Kunj, New Delhi-110070 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-I**

(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. The India International Arbitration Centre (“IIAC/Centre”) 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. The India International Arbitration Centre (“IIAC”) 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.

(Navin Kumar Singh)
Chief Executive Officer, IIAC

To,

(i) Secretary, Department of Legal Affairs, Ministry of Law and Justice.

(ii) Director (CS Division), Department of Personnel & Training, Lok Nayak Bhawan,

New Delhi- with a request to post this circular on the website of DOPT.

(iii) All Ministries/Departments of the Government of India with a request to give wide publicity in their Attached and Subordinate office, Autonomous bodies/Tribunals.

(iv) All the State Governments/Administration of Union territories with a request to give publicity in their Departments/Offices.

(v) Registrar, Supreme Court of India, New Delhi with a request to give wide publicity in their office.

(vi) Registrar, High Courts in all States/UT with a request to give wide publicity in their attached office and subordinate courts.

(vii) Registrar, Principal and all Benches of Central Administrative Tribunal with a request to give wide publicity in their office.

(viii) Registrar, Principal and all Benches of National Company Law Tribunal with a request to give wide publicity in their office.

(ix) Registrar, Principal and all Benches of National Company Law Appellate Tribunal with a request to give wide publicity in their office.

Copy also to:

(i) Dy. Secretary (Admin), Deptt. of Legal Affairs, Kartavya Bhavan-2, New Delhi.

(ii) 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
INDIA 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			
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 Organization			
8 (ii)	Details of employment in chronological order (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization	Post Held	From to scale of 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 Organized 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)							
16.	In case the present employment is held on deputation /contract basis, please state	<table border="1"> <tr> <td>Date of Initial appointment:</td> <td></td> </tr> <tr> <td>Period of appointment on deputation/contract:</td> <td></td> </tr> <tr> <td>Name of the parent office/organization to which you belong:</td> <td></td> </tr> </table>	Date of Initial appointment:		Period of appointment on deputation/contract:		Name of the parent office/organization to which you belong:	
Date of Initial appointment:								
Period of appointment on deputation/contract:								
Name of the parent office/organization to which you belong:								
17.	Training/Courses attended:							
18.	Details of awards/honours/appreciation							
19.	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 Id:

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 not 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: