

**ARBITRATION AND CONCILIATION CENTRE – BENGALURU**

ACK No. 24/2024

Dated: 24<sup>th</sup> day of October 2024

**N O T I F I C A T I O N**

“Empanelling the Court Secretaries/ Retired Stenographers  
for dictation on Ad-hoc Basis”

LAST DATE FOR SUBMISSION OF APPLICATION: 10.12.2024.

In order to facilitate Hon’ble Former Judges of Hon’ble High Court and District Judiciary working as Arbitrators at the Centre and to assist the Directorate, it is resolved by the Hon’ble Board of Governors of the Centre to prepare the list of retired Court Secretaries/ Retired Stenographers who had worked in Hon’ble High Court of Karnataka and District Judiciary who will be available on call to render their services in the Centre on ad-hoc basis at the expenses of the party engaging their services.

Accordingly applications are invited from eligible candidates for empanelment purely on ad-hoc basis. The candidates shall submit their application in the annexed format within the prescribed time i.e. before 5.30 pm of 10<sup>th</sup> December 2024.

**I. Eligibility criterion :**

- a) Must have served as Court Secretaries/ Stenographers either in Hon’ble High Court or District Judiciary atleast for 3 years and must have

retired from service as on the date of this notification.

- b) There shall not be any pending enquiries against the candidate either disciplinary or otherwise.
- c) The candidates must not have been undertaking any full time engagement which prevents them from attending the call of the Centre.
- d) The candidates must be equipped to take short hand dictation in English language and with good speed typing in the computer system.

## **II. Mode of empanelment:**

The candidates will be empanelled in the list based on their service record, experience ; subject to approval of Hon'ble Board of Governors

### **Terms and Conditions:**

- a) The empanelment would be purely on ad-hoc and case-to-case basis.
- b) The honorarium payable to the empanelled candidate would be determined by the Hon'ble Arbitral Tribunal on case-to-case basis with a minimum of Rs.5,000/- per day's dictation inclusive of conveyance charges The honorarium so determined will be proportionately deposited by the parties to the arbitration case before the Centre.

- c) The candidates shall promptly respond to the call of the Directorate to attend the dictation work at the Centre or through online mode or otherwise as preferred by the Hon'ble Arbitral Tribunal.
- d) The honorarium determined will be paid to empanelled candidates by the Centre only after the completion of the assignment.
- e) The candidates taking dictation shall exhibit utmost good faith and maintain confidentiality of the proceeding.
- f) Any violation of the above mentioned terms and conditions or any breach of discipline or any misconduct will attract removal of the candidates from the list without any notice.

Sd/-  
**(Director)**  
**Arbitration & Conciliation Centre,**  
**Bengaluru**

**Annexure:**

Format for applying for empanelment.

**Proforma for applying for Empanelment for Dictation Work**

	Affix recent passport size photo
Name:	
Date of Birth:	
Present Address:	
E-mail ID:	
Mobile Number:	
Date of entering into service:	
Date of retirement:	
Mode of retirement: (compulsory/superannuation/resig nation)	
Places served during service:	
Proof of service records	
Present engagement (if any):	

Academic qualification:	
Typing speed (per minute):	
Experience (if any):	
Any other information	

**Declaration**

I, ..... do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

(Signature of Candidate)