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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O.No. A.11013/12/2013-AT

5<sup>th</sup> July, 2013

Dear Sir/Madam,

Applications are invited from eligible officers for filling up three vacancies of Administrative Members in the Central Administrative Tribunal (CAT) arising during the year 2014. The vacancies are liable to vary.

2. The Administrative Tribunals Act, 1985 was amended by the Administrative Tribunals (Amendment) Act, 2006 (No. 1 of 2007). As per sub-sections (2) and (3) of Section 8 of the Act:

"8(2) A Member shall hold office as such for a term of five years from the date on which he enters upon his office extendable by one more term of five years:

Provided that no Member shall hold office as such after he has attained the age of sixty-five years.

8(3) The conditions of service of Chairman and Members shall be the same as applicable to Judges of the High Court."

3. Regarding the eligibility conditions, Sub-section 2(a) of Section 6 of the Administrative Tribunals Act, 1985 as amended by the Administrative Tribunals (Amendment) Act, 2006 provides that-

"6(2) A person shall not be qualified for appointment,-

(a) as an Administrative Member, unless he has held for at least two years the post of Secretary to the Government of India or any other post under the Central or State Government and carrying the scale of pay which is not less than that of a Secretary to the Government of India for at least two years or held a post of Additional Secretary to the Government of India for at least five years or any other post under the Central or State Government carrying the scale of pay which is not less than that of Additional Secretary to the Government of India at least for a period of five years;"

Provided that the officers belonging to All-India services who were or are on Central Deputation to a lower post shall be deemed to have held the post of Secretary or Additional Secretary, as the case may be, from the date such officers were granted proforma promotion or actual promotion whichever is earlier to the level of Secretary or Additional Secretary, as the case may be, and the period spent on Central deputation after such date shall count for qualifying service for the purposes of this clause;"



सूचना का  
अधिकार

4. It is requested that this circular be given wide publicity and names of such eligible officers who are willing to be considered for the post of Administrative Member in the Central Administrative Tribunal may be forwarded along with their applications/bio-data in the prescribed Proforma (attached). While forwarding the application(s), it may be certified that the applicant fulfils the eligibility criteria by 27.12.2014. The candidates may indicate their preference to join the Tribunal in column 11 of the Annexure attached. While forwarding the applications, the following points may be kept in mind:-

- (i) Quasi-judicial experience with knowledge and experience in dealing with service matters and laws would be essential.
- (ii) It should be clearly stated that the officer(s) is/are clear from vigilance angle. In case any penalty had been imposed in the past against any officer under the relevant Service Rules, the details of the same may also be furnished.
- (iii) The Cadre Controlling Authority while forwarding the applications may clearly indicate with dates that the officer fulfils the eligibility criterion i.e. held the post of Secretary for two years/Additional Secretary for five years as mentioned in para 3 above.
- (iv) Original ACR/APAR dossiers, failing which certified copies of ACR/APAR for the last ten years in respect of applicants, may also be sent positively along with the applications.
- (v) Interested officers may also send advance copies of their applications. However, advance copies of the applications would be considered only if the actual applications are received later with all the above necessary requirements from the cadre controlling authorities.

5. Retired officers may send their applications directly.

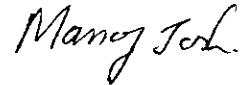
6. The duly filled-in original applications should reach the Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 by 05.30 P.M. on or before 30<sup>th</sup> August, 2013. Applications received after closing date of receipt of application will not be considered. This Department will not be responsible for the delay/loss of application, for the reasons whatsoever.

7. The Central Administrative Tribunal has seventeen regular Benches across the country. The appointment of Member in the Central Administrative Tribunal shall carry All India transfer liability. The selected persons are liable to be posted to any place having a Bench of the Central Administrative Tribunal depending on the availability of the vacancies / exigencies of work.

8. It is also clarified that persons selected for appointment will have to join within three weeks from the date of issue of appointment order failing which the appointment would be cancelled.

With regards,

Yours sincerely,



(Manoj Joshi)

To

1. Secretaries to Government of India.
2. Chief Secretaries of States/UTs.
3. Cadre Controlling Authorities as per list.
4. Chairman, Central Administrative Tribunal

Copy to: PPS to Chairman, Central Administrative Tribunal, Principal Bench,  
Copernicus Marg, New Delhi.

ANNEXURE

**PARTICULARS/BIO-DATA FOR THE POST OF ADMINISTRATIVE MEMBER IN  
CENTRAL ADMINISTRATIVE TRIBUNAL**

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1. Name:
2. Date of Birth:
3. Educational Qualifications:
4. Whether the candidate is (\*Strike out whichever is not applicable)
  - (a) A Member of All India Service, or
  - (b) A Member of any Central Service, or
  - (c) A Member of Indian Legal Service, or
  - (d) A Member of any State Service, or
  - (e) Any other service (Please indicate name/details)
  - (a) In the case of an All India Service please indicate the name of Service, concerned cadre and the year of allotment:
  - (b) In the case of Central Services, the name of the service and year of allotment, along with the date from which in Grade 1 or Group A or Class 1 as the case may be:
  - (c) In the case of Indian Legal Service, the name of the service and year of allotment, along with the date from which in Grade I or Group A or Class I as the case may be:
  - (d) In the case of any State Service, the name of the state, service and the date from which the candidate is in Grade 1 or Group A or Class 1 as the case may be:
5. Date of Superannuation:
6. Pay Scale (Present/Last):
7. Designation of Present/Last Post held:
8. (a) Office Address & Telephone Number:
  - (b) Residential Address & Telephone Number:
  - (c) Correspondence Address (along with Mobile Number and Email ID):
9. Details of post held (indicated below) qualifying for appointment as Administrative Member (\* Strike out whichever is not applicable)

- (a) at least for two years held the post of a Secretary to the Government of India or its equivalent (specify period), or
- (b) at least for five years, held the post of an Additional Secretary to the Government of India or its equivalent (specify period), or
- (c) at least for five years, held the post of a Secretary and Additional Secretary to the Government of India, or its equivalent, taken together, (specify period separately).

(In the case of All India Service, whether any period, mentioned above, covered by proforma promotion. If so, details thereof and attach a copy of the order)

10. The details of Post(s) held since joining service (including proforma promotion if any) may please be indicated in the descending order i.e. from higher post to the lower one, in the following proforma:

(The detail of personnel and quasi-judicial experience must be indicated in column 7)

| S.No. | Post held | Pay scale | Period<br>From<br>To | Level<br>(Secretary to the Govt of India / Additional Secretary to the Govt of India / Secretary Level / Additional Secretary level)<br>(Write wherever applicable) | Experience                 |                 |
|-------|-----------|-----------|----------------------|---|----------------------------|-----------------|
|       |           |           |                      |   | Personnel / Quasi-judicial | Details thereof |
| 1     | 2         | 3         | 4                    | 5   | 6                          | 7               |
|       |           |           |                      |   |                            |                 |
|       |           |           |                      |   |                            |                 |
|       |           |           |                      |   |                            |                 |

11. When the officer will be available for joining the Tribunal, if selected (Indicate month of the year 2014):

The information furnished above is correct to the best of my knowledge and belief.

(SIGNATURE)  
(NAME - .....)

Place:  
Date: