

No. PB/1/6/2010-Estt.I  
Central Administrative Tribunal  
Principal Bench

61/35, Copernicus Marg  
,New Delhi . 110 001  
Dated: 20.03.2015

**CIRCULAR**

Subject: **Filling up of the vacant posts in the Central Administrative Tribunal on deputation basis.**

It is proposed to fill up the following posts in the Central Administrative Tribunal on deputation basis initially for a period of one year which is likely to be extended or curtailed in administrative exigencies, from amongst the serving Govt. Servants and/or on contract basis from amongst the retired Government Servants (Stenographers & Section Officer only). The Pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time. The employees of Central Administrative Tribunal are eligible for and may continue to retain General Pool Residential Accommodation as per extant rules. The name and number of posts, classification, place of posting, tenure, scale of pay and eligibility criteria for filling up of these posts on deputation basis are as under:-

**I Joint Registrar: 01**

Group Aq(Gazetted) in the scale of pay of Pay Band-3 Rs. 15600- 39100/- Plus Grade Pay of Rs 7600/- The selected Officer may be posted in a Bench where the vacancy would be available. The vacancy in the grade is presently available at Jodhpur Bench of the Tribunal .

**Eligibility Criteria:-**

- (i) Officers possessing a degree in Law and holding:
- (a) analogous post under Central Government/State Government/High Court; or
- (b) posts with minimum of five year regular service in the grade pay of Rs..6600/-
- (ii) Judicial officer with minimum of eight years regular service.

**II PRINCIPAL PRIVATE SECRETARY (02 Reserved one each for SC&ST) :-**

Group Aq(Gazetted) in the scale of Pay of Pay Band-3 (Rs.15600-39100 Plus Grade Pay Rs.6600). Selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Allahabad,& Patna Benches of the Tribunal.

**Eligibility Criteria:-**

- (i) The Officers of the Central Government/State Government/High Courts holding analogous posts  
of Principal Private Secretary on a regular basis in PB-3 (Rs. 15600-39100/- plus grade Pay Rs. 6600/-).
- OR
- (ii) Private Secretary with atleast eight years combined regular service rendered in PB-2 with Grade Pay of Rs. 4800 and PB-3 with Grade Pay of Rs.5400.

### **III COURT OFFICERS/SECTION OFFICERS (22) :-**

Group Bq(Gazetted) in the scale of pay of Rs. 6500-200-10500 revised to Rs.7500-250-12000(Revised Pay Band-2, Rs.9300-34800 Plus Grade Pay Rs.4800/-) at Principal Bench, Ahmedabad, Allahabad, Bengaluru, Mumbai, Guwahati, Chandigarh Ernakulam,, Jabalpur, Jodhpur, Kolkata, and Lucknow Bench of the Tribunal or in any other Bench of CAT where the vacancy would be available at that relevant point of time.

#### **Eligibility Criteria:-**

##### Essential

Persons working under the Central Government/State Governments/High Courts/Subordinate Courts;

- a) (i) Holding analogous post on regular basis; OR  
(ii) Holding posts of Assistant or equivalent in the pre-revised Scale of Pay of Rs.5500-9000 (Revised to 7450-11500) with 8 years regular service and
- b) Possessing a Degree of a recognized University or equivalent

Desirable:- Degree in Law

### **IV PRIVATE SECRETARY (17):-** Group Bq(Gazetted) in the scale of pay of Pay Band-2 (Rs.9300- 34800 plus Grade Pay Rs.4800/-) at Principal Bench, Allahabad , Ahmedabad, Bengaluru, Cuttack, Guwahati,Jabalpur, Jaipur, Jodhpur, and Patna Benches of the Tribunal.

#### **Eligibility Criteria:-**

The officers holding the post of Stenographers under the Central Govt. or State Govt. or High Courts:-

- (i) holding analogous posts on regular basis; or
- (ii) Six years of regular service in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs.4600/-.

### **V ACCOUNTS OFFICER (13) :-** Group Bq(Gazetted) post in the scale of pay of Rs.7450-225-11500/- (Revised PB-2, 9300-34800 plus Grade Pay Rs.4600/-) one each at Allahabad, Ahmedabad, Bengaluru, Mumbai, Kolkata, Chandigarh, Ernakulam, Jodhpur, Jabalpur, Patna, Chennai, Guwahati and Hyderabad.

#### **Eligibility Criteria:-**

- (i) Regular Accounts/Audit Officers from any of the Organized Accounts Department.
- (ii) Officers under the Central Government holding an analogous post on regular basis who have undergone training in Cash and Accounts work in ISTM or equivalent and possess experience in Cash & Accounts & Budget work.  
OR
- (iii) Junior Accounts Officer/Accounts Audit Officers or equivalent in the scale of Rs.5500-9000/6500-10500 (Pre-revised)/Rs.9300-34800 plus Grade Pay 4200 in PB-2 (revised) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railways, A/Cs. Department.

**VI JUNIOR ACCOUNTS OFFICER (03):-**Group Bq(Non-Gazetted) in the scale of pay of Rs. 5500-175-9000/- (Revised PB-2, 9300-34800 plus Grade Pay Rs.4200/-) one each at Ahmedabad, Kolkata & Patna Benches.

**Eligibility Criteria:-**

- (i) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations; OR
- (ii) Assistants with 5 years of service in PB-2 (9300-34800 with Grade Pay of 4200)/Upper Division Clerks of Central Government with 10 years of service in the grade who have undergone Cash & Accounts Training in ISTM or equivalent or possess three years experience of Cash, Accounts and Budget works.

**VII Caretaker ( 04):-**

Group Bq(Non-Gazetted) in the scale of pay of Rs.5000-150-8000 (Revised PB-2, 9300-34800 Plus Grade Pay of Rs.4200/-) at Allahabad, Bengaluru Chennai ( likely to arise) and Hyderabad.

**Eligibility Criteria:-** Officers of Central Government

- (a) (i) holding analogous posts; or  
(ii) Holding the posts of Upper Division Clerk with 5 years regular service in the grade; or  
(iii) Holding the posts of Lower Division Clerk with 10 years regular service in the grade; and
- (b) Possessing a degree from a recognized University or equivalent.

**VIII HINDI TRANSLATOR(01) :-** Group Bq(Non-Gazetted) Post in the scale of pay of Rs. 5500-175-9000/- ( Revised Pay Band-2, 9300-34800 Plus Grade Pay Rs.4600/-) at Principal Bench, New Delhi.

**Eligibility Criteria:-**

Persons holding analogous post on regular basis in Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under  
OR

Persons holding post in the scale of Rs.5500-9000(Pre-revised) with 5 years regular service in the grade in the Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under

- (a) Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at Degree level, or Master's Degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at Degree Level. Or Master's Degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at Degree Level, and

- (b) Recognized Diploma/Certificate course in Translation from Hindi to English and Vice-versa or two years experience of translation work from Hindi to English and Vice-versa in Central/State Govt. offices, including Govt. of India Undertakings.

**IX LIBRARY & INFORMATION ASSISTANT (01)**- Group Bq(Non-Gazetted) Post in the scale of pay of Rs. 5500-175-9000/- ( Revised Pay Band-2, 9300-34800 Plus Grade Pay Rs.4200/-) one at Patna Bench.

**Eligibility Criteria:-**

- (i) Persons holding analogous posts in any Central/State Govt./High Courts and Courts subordinate thereto or in lower posts with at least 5 years regular service in the scale of Rs.4500-7000 (Pre-revised) or equivalent and possessing qualification and experience as under:

**Essential:**

- (i) A Degree from a recognized University or equivalent.  
(ii) A Bachelor's Degree in Library and Information Science from a recognized University or equivalent.  
(iii) 2 years experience in a responsible capacity in a library of standing.

- Desirable:** (iv) Master's Degree in Library & Information Science of recognized University or equivalent or Degree in Law.  
(v) Experience of Documentation work in a responsible capacity.

**X COURT MASTER/STENOGRAPHER GRADE 'C' (18) :-**

Group Bq(Non-Gazetted) in the scale of pay of PB-2, (9300-34800 Plus Grade Pay of Rs.4600/) at Ahmedabad, Allahabad,, Bengaluru, Chandigarh, Chennai, Guwahati, Ernakulam, Hyderabad, Jabalpur, Jaipur, Kolkata & Mumbai Benches.

**Eligibility Criteria:-**

Officers holding the post of Stenographer under the Central Government or State Government or High Courts;

- (i) holding the analogous post on regular basis; OR  
(ii) with eight years regular service in the Stenographer Grade in Pay Band-1 (Rs.5200-20200 with Grade Pay of Rs. 2400).

**XI STENOGRAPHER GRADE 'D' (14)**

Group 'C' (Non-Gazetted) in the scale of pay of Pay Band-1( Rs.5200-20200/- Plus Grade Pay Rs.2400/-) at Principal Bench, Allahabad, Bengaluru, Kolkata ,Hyderabad & Chennai Benches.

**Eligibility Criteria:-**

- Officials from the Central Government or State Government or High Courts;  
(i) holding the post of Stenographer Grade 'D' in the Pay Band-1 Rs. 5200-20200 with Grade Pay of Rs. 2400/- Or

- (ii) holding the post of Lower Divisional Clerk or equivalent posts with at least two years service in the Pay Band-1 Rs. 5200-20200 with Grade Pay of Rs.1900/- and possessing skill:-

**Essential:-**

- (i) 12<sup>th</sup> Class Pass or equivalent from a recognized Board or University.  
(ii) Skill Test Norms  
Dictation:- 10mts @ 80 W.p.m.  
Transcription:- 65 mts. (English) (on manual Typewriter) Or  
50 mts.(English) (on computer)

2 The period of deputation in respect of above posts including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years.

3 **Age limit**

- (a) Deputation: The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.  
(b) Re- employment on contract basis: The maximum age limit for the re-employment on contract basis is 64 years. The gross pension will be reduced from the pay fixed, in case of retirees after the age 55 years.

4 Number of vacancies and place of posting are subject to change.

5 The applications in the given Performa (duly typed in double space) together with attested copies of CR dossiers for the last five years of the eligible officials who are willing to be considered for the said posts and could be spared immediately, may be forwarded to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi-110001 within 45 days from the date of circular.

6 While forwarding the applications, certificate to the effect that the officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be given at the bottom of the enclosed Performa.

7 The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.

8 Applications not typed in double space on single side, received after the expiry of last date or otherwise found incomplete for want of ACRs/APARs,Vigilance Clearance Certificate or without the seal of the office will not be entertained.

-Sd/-  
(Padma T.)  
Principal Registrar

**(SPECIMEN COPY ONLY NOT TO BE USED AS APPLICATION FORM)  
 PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF \_\_\_\_\_  
 (To be typed in double space on single side)**

1. Name of the applicant: -----  
 ( In block letters)
2. Name , address and contact No. -----  
 of office where working at present
3. Contacts:
  - a. Mobile -----
  - b. Email -----
  - c. Landline -----
  - d. Residential address -----
4. (i) Date of Birth -----  
 (ii) Date of Retirement -----
- 5 .Sex (Male/Female) -----
- 6 Date of entry into Govt. Service and -----  
 service to which the officer belongs.
7. Present post held: -----
  - (a) Date of appointment in the -----  
 Present post ( **Mention adhoc  
 & regular periods separately**)
  - (b) Pay Band, Grade Pay & -----  
 Present Basic Pay:
8. Details of earlier deputations, if any -----
  - (a) Whether presently holding -----  
 deputation post or not:
  - (a) If ~~y~~es please mention, Pay Band, -----  
 Grade Pay & Present Basic Pay
9. Educational qualifications in chronological order -----  
 (including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University
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10. Brief Service particulars/ experience details -----  
 (Give complete detail in chronological order by  
**indicating Pre-revised & Revised scale of the post held)**  
**if require enclose separate sheet.**
11. Whether SC/ST/OBC -----
12. Choice of station: -----

**Signature of the Applicant**

**Certificate to be furnished by the Head Office**

1. Service particulars given above have been verified from the service record of the Applicant and found correct.
2. Certified that no vigilance enquiry/ Disciplinary case is pending or contemplated against the applicant.
3. He will be relieved of his duties in this office to take up assignment in the Central administrative Tribunal, on his selection for appointment to the post.

Place :

Signature

Designation

Date:

Office seal: