

PB/1/6/2010-Estt.I
Central Administrative Tribunal
Principal Bench

61/35, Copernicus Marg,
New Delhi – 110 001.
Dated: 12.05.2011

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 transfer on deputation basis for a period of one year likely to be extended or curtailed in administrative exigencies. 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. CAT employees 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. PRINCIPAL PRIVATE SECRETARY (01 Post – RESERVED FOR ST)

Group 'A' (Gazetted) in the scale of pay of Rs.10000-325-15200 (Revised 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 presently are available at Principal Bench (New Delhi), Cuttack and Calcutta Benches of the Tribunal.

Eligibility Criteria:-

From amongst officers of the Central Government/State Government/High Courts with at least two years regular service in the grade of Principal Private Secretary in the pre-revised scale of Rs.10000-325-15200 (Revised Pay Band-3 Rs.15600-39100 Plus Grade Pay Rs.6600/-) or in the grade of Private Secretary with at least eight years regular service in the pre-revised scale of Rs.6500-200-10500/- (Revised Pay Band-2, 9300-34800 with Grade Pay Rs.4800/- & Pay Band-3 with Grade Pay Rs.5400/-).

II COURT OFFICERS/SECTION OFFICERS (16 Posts):

Group 'B' (Gazetted) in the scale of pay of Rs.6500-200-10500 (Revised Pay Band-2, Rs.9300-34800 Plus Grade Pay Rs.4800/-) at Principal Bench (New Delhi), Ahmedabad, Bombay, Jodhpur, Jabalpur, Guwahati, Chandigarh, Patna, Hyderabad, Cuttack, and Allahabad Bench of the Tribunal or in any other Bench of CAT on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

Essential:

1. Persons working under the Central Government/State Governments/High Courts/Subordinate Courts;
 - a) (i) Holding analogous post on regular basis; OR
 - b) (ii) Holding posts of Assistant or equivalent in the pre-revised scale of pay of Rs.5500-9000 with 8 years regular service and
 - b) Possessing the Degree of a recognized University or equivalent

Desirable: Degree in Law

III PRIVATE SECRETARY: (11 Posts)- Group 'B' (Gazetted) in the scale of pay of Rs.6500-200-10500 (Revised Pay Band-2, Rs.9300-34800 Plus Grade Pay

Rs.4800/-) at Allahabad, Ahmedabad, Bombay, Calcutta, Jabalpur, Jodhpur and Patna Bench of the Tribunal on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

- (i) Private Secretaries with two years of regular service in the grade of Rs.6500-200-10500 (Pre-revised) in Central Government/State Government/High Courts;
- (ii) Court Master/Stenographer Grade 'C' with at least eight years regular service in the grade of Rs.5500-175-9000 (pre-revised) or persons holding analogous post in the grade of Rs.5500-175-9000 (pre-revised) with at least 8 years regular service and possessing a speed of 120 w.p.m. in shorthand and 40 w.p.m. in typewriting (English) in Central Government/State Government/High Courts.

IV ACCOUNTS OFFICER (04 Posts) Group 'B' (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 Ernakulam, Madras, Calcutta & Patna Bench on transfer on deputation basis initially for a period of one year.

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.

V JUNIOR ACCOUNTS OFFICER (05 Posts) Group 'B' (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, Hyderabad, Patna, Jodhpur and Jaipur Bench on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

- (i) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations; OR
- (ii) 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.

VI HINDI TRANSLATOR (01 Posts) Group 'B' (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 on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

1. Persons holding analogous posts on regular basis in Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (iii) below

OR

2. 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 (iii) below

3. Persons holding:
- (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.

VII LIBRARY & INFORMATION ASSISTANT(03 posts) Group 'B' (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 each at Madras, Patna & Bombay Bench on transfer on deputation basis initially for a period of one year.

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 or equivalent from a recognized University or equivalent.
- (ii) A Bachelor 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) Masters' Degree in Library & Information Science of recognized University or equivalent or Degree in Law.
 - (v) Experience of Documentation in a responsible capacity.

VIII COURT MASTER/STENOGRAPHER GRADE 'C' (17 Posts):

Group 'B' (Non-Gazetted) in the scale of pay of Rs.5500-175-9000 (Revised PB-2, 9300-34800 Plus Grade Pay of Rs.4600/-) at Ahmedabad-03, Bombay-03 (1SC,1ST), Allahabad-01, Calcutta-03, Jabalpur-02(1SC), Jodhpur-03(2ST), and Patna -02 on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

2. Court Master/Stenographer Grade 'C' from amongst Central Government/State Governments/High Courts with at least two years regular service or persons holding equivalent posts with at least two years regular service in the grade of Rs.5500-175-9000 (pre-revised) or
3. Stenographer Grade 'D' or persons holding equivalent posts with at least five years regular service in the grade of Rs.4000-100-6000 (pre-revised) and possessing a speed of 100 w.p.m. in shorthand and 30 w.p.m. in typewriting in English.

IX STENOGRAPHER GRADE 'D' (9 Posts):

Group 'C' (Non-Gazetted) in the scale of pay of Rs.4000-100-6000 (Revised PB-1, 5200-20200 plus Grade Pay 2400/-) at Principal Bench, New Delhi-03 (OBC), Bangalore-02, Calcutta-01(OBC), Cuttack-01(OBC), Hyderabad -01 and Madras-01 on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:- Stenographer Grade 'D' from amongst Central Government/State Governments/High Courts with at least two years regular service or persons holding

equivalent posts with at least two years regular service in the grade of Rs.4000-100-6000 (pre-revised) with 80 w.p.m. in shorthand and 30 w.p.m. in typewriting in English.

X Caretaker (03 Posts):-

Group 'B' (Non-Gazetted) in the scale of pay of Rs.5000-150-8000 (Revised PB-2, 9300-34800 Plus Grade Pay of Rs.4200/-) at Cuttack, Patna & Allahabad Bench on transfer on deputation basis initially for a period of one year.

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.

Note:-

- I. 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. The maximum age limit for the appointment shall not exceed 56 years on the closing date of receipt of application.

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

2. The applications in the given proforma (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 so as to reach him by **30.06.2011**.
3. 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 proforma.
4. 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.
5. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/Vigilance Clearance Certificate or without the seal of the office will not be entertained.

Sd/
(L.R. Sharda)
Deputy Registrar (E)

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF _____

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. Date of Birth _____

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: _____

(b) If 'yes' please mention, Pay Band,
Grade Pay & Present Basic Pay _____

9. Educational qualifications
(including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University
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10. Brief Service particulars/
experience details _____

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 :

Date:

Signature

Designation

Office seal: