



Central Administrative Tribunal Principal Bench

61/35, Copernicus Marg, New Delhi- 110001

Phone: 011-23385097, Fax: 011-23387713 E-mail: cat-delhi@nic.in

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 re-employment on contract basis for a period of one year initially from amongst the retired Government Servants. 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.8/8/2009-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. REGISTRAR (02)

Group 'A' (Gazetted) in the scale of pay of Pre-revised Pay Band-4 (₹ 37400-67000 Plus Grade Pay ₹ 8700). The tenure of deputation would be for a period of three years. Selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time. The vacancies in the grade are presently available at Allahabad, Bengaluru, Chennai and Kolkata Benches of the Tribunal.

Eligibility Criteria:-

- Officers possessing a degree in law and holding :-
- (a) analogous post in the Central Government/State Government/High Court; or
- (b) posts with Grade Pay of ₹ 7600 with a minimum of five year regular service in the grade; or
- (c) posts with Grade Pay of ₹ 6600 with a minimum of ten years regular service; or
- (ii) Officers holding posts of District Judge/Additional District Judge/Registrar/Additional Registrar of High Court on regular basis.

II. JOINT REGISTRAR (03)

Group 'A' (Gazetted) in the scale of pay of Pre-revised Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 7600). Selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time. Two vacancies in the grade are presently available at Allahabad and Jabalpur Benches of the Tribunal and two anticipated vacancies arising in Ahmedabad and Cuttack Benches of the Tribunal.

Eligibility Criteria:-

- Officers possessing a degree in law and holding-
- (a) analogous post in the Central Government/State Government/High Court; or
- (b) posts with Pre-revised Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 6600) with a minimum of five year regular service in the grade; or
- (ii) Judicial officer with minimum of eight years regular service.

III. PRINCIPAL PRIVATE SECRETARY (02) (One each Reserved for SC & ST)

Group 'A' (Gazetted) in the scale of pay of Pre-revised Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 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 Chandigarh and Hyderabad Benches of the Tribunal.

Eligibility Criteria:-

- The Officers of the Central Government/State Government/High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 6600) or
- (ii) Private Secretary with at least eight years combined regular service rendered in Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay of ₹ 4800) and Pre-revised Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 5400).

IV. COURT OFFICERS/SECTION OFFICERS (24):-

Group 'B' (Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300-34800 Plus Grade Pay ₹ 4800). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Ernakulam, Hyderabad, Jodhpur, Kolkata, Lucknow, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria:-

- Essential :**
- Persons working under the Central Government/State Governments/High Courts/ Subordinate Courts -
 - (a) Holding analogous post on regular basis; or
 - (b) Eight years of regular service in the posts of Assistant or equivalent in the scale of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay of ₹ 4600). and
 - (ii) Possessing a Degree of a recognized University or equivalent.

Desirable :

- Degree in Law.

V. PRIVATE SECRETARY (09)

Group 'B' (Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300-34800 Plus Grade Pay ₹ 4800). Selected Officers 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 Ahmedabad, Allahabad, Chennai, Cuttack, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata, and Mumbai Benches of the Tribunal.

Eligibility Criteria:-

- Officers holding the post of Stenographers in the Central Government/State Governments/High Courts -
- (a) Holding analogous post on regular basis; or
- (b) Six years of regular service in the scale of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay of ₹ 4600).

VI. ACCOUNTS OFFICER (04)

Group 'B' (Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4800). Selected Officers 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 Guwahati, Jodhpur, Kolkata and Patna Benches of the Tribunal.

Eligibility Criteria:-

- 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 Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay of ₹ 4200) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railways, A/Cs. Department.

VII. COURT MASTER/STENOGRAPHER GRADE 'C' (07)

Group 'B' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers 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 Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata and Mumbai Benches of the Tribunal.

Eligibility Criteria:-

- Officers holding the post of Stenographers in the Central Government/State Governments/ High Courts -
- (a) Holding analogous post on regular basis; or
- (b) Eight years of regular service in the scale of Pre-revised Pay Band-1 (₹ 5200- 20200 Plus Grade Pay of ₹ 2400).

VIII. SENIOR TRANSLATOR (03)

Group 'B' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300-34800 Plus Grade Pay ₹ 4600). Selected Officers 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 Lucknow, Jabalpur and Principal Bench of the Tribunal.

Eligibility Criteria:-

- Officers from the Central Government or State Government or Union Territories or High Courts-
- (a) Holding analogous post on regular basis in the parent cadre or department; or
- (b) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay of ₹ 4200). and
- (ii) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or
- Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or
- Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or
- Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or
- Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; and
- (ii) Recognized diploma or certificate course in translation from Hindi to English and vice-versa or three years experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices.

IX. JUNIOR ACCOUNTS OFFICER (10)

Group 'B' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Bengaluru, Chennai, Chandigarh, Hyderabad, Lucknow, Ernakulam (likely) and Patna Benches of the Tribunal.

Eligibility Criteria:-

- 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.

X. CARETAKER (12)

Group 'B' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Hyderabad, Jodhpur, Kolkata and Patna Benches of the Tribunal.

Eligibility Criteria :-

- Officers of the Central Government -
- (a) Holding analogous post on regular basis; or
- (b) Holding the post in the scale of Pre-revised Pay Band-1 (₹ 5200-20200 Plus Grade Pay of ₹ 2400) with eight years of regular service in the grade. and
- (ii) Possessing a Degree of a recognized University or equivalent.

XI. PHOTOCOPIER (02)

Group 'C' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-1 (₹ 5200- 20200 Plus Grade Pay ₹ 1900). Vacancies in the grade are presently available at Calcutta Bench and Cuttack Bench (Likely), of the Tribunal.

Eligibility Criteria :-

- Officials of the Central Government or State Government or High Court and District Courts and employees of Central Administrative Tribunal -
- (c) Holding the post in the scale of Pre-revised Pay Band-1 (₹ 5200- 20200 Plus Grade Pay of ₹ 1800) with three years of regular service in the grade, and
- (ii) Possessing qualification of Matriculation pass or equivalent from a recognized University or Board with proficiency of experience in handling Photocopying Machines.

XII. DESPATCH RIDER (01)

Group 'C' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-1 (₹ 5200- 20200 Plus Grade Pay ₹ 1900). Vacancy in the grade is presently available at Principal Bench of the Tribunal.

Eligibility Criteria :-

- Group 'C' employees of the Central Government or State Government or Supreme Court or High Court and District Courts and Central Administrative Tribunal -
- (a) Holding the post in the scale of Pre-revised Pay Band-1 (₹ 5200- 20200 Plus Grade Pay of ₹ 1800) on the basis of the result of a Driving Test to assess the competence to drive Motor Cycle or Auto Rickshaw, and
- (ii) Possessing qualification
- (a) Possession of a valid Driving Licence for Motor Cycle or Auto Rickshaw.
- (b) Two years experience in driving Motor Cycle or Autorickshaw
- (c) Pass in Matriculation or equivalent of any recognized Board or Institution.

For Ex-Servicemen on Deputation or re-employment:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. 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.

Age limit :

- (i) Deputation : The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.

(ii) 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 of 55 years.

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

5. 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** within **45 days** from the date of Advt.

6. While forwarding the applications, certificate to the effect that the officers/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 given proforma.

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 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.

(Padma T.)
Principal Registrar

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF _____

(To be typed in double space on single side)

01. Name of the Applicant (In Block letters): _____

02. Name, Address and Contact No. of the office where working at present _____

03. Contact Details of the applicant _____

a) Mobile No. _____

b) E-Mail ID _____

c) Landline No. _____

d) Residential Address. _____

04. Date of Birth: _____

05. Sex (Male/Female) _____

06. Date of Entry into the Govt. Service and Service to which the _____

applicant belongs (Central/State/Autonomous) _____

07. Present post held: _____

a) Date of appointment in the Present post Mention ad-hoc & _____
regular periods separately

b) Pay Band, Grade Pay & Present Basic Pay: _____

08. Details of earlier depositions, if any _____

a) Whether presently holding deputation post or not: _____

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

09. 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) _____

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. The officer/official will be relieved of his/her duties from this office to take up assignment in the Central administrative Tribunal, on his/her selection for appointment to the post.

Place:

Date:

Signature

Designation

Office seal:

1/85/Central Government/Recruitment/Other/Other/Deputation/Delhi