

Appellate Tribunal SAFEMA

4th Floor, Loknayak Bhavan, Khan Market, New Delhi
Ph-011-24603309/24699426

Applications are invited for filling up following posts in the Appellate Tribunal SAFEMA, Department of Revenue, Ministry of Finance on Deputation/Absorption basis.

Sl. No.	Name of the Post, Classification & Pay -Scale	Classification of Post	Pay-Scale	Mode of Selection	Eligibility
1.	Assistant	Gr-'C', Non-Gazttd	PB-2: 9300-34800 + GP-4200 (Pay Level- 6 35400-112400)	Deputation/ Absorption	(i) Assistant of the Central Secretariat Service/ Assistant of the various Directorates under the Central Board of Direct Taxes. (ii) Upper Division Clerks of the Central Secretariat Clerical Service/Upper Division Clerks of the Income Tax Department and various Directorates under the Central Boards of Direct Taxes with five year's regular service in the grade (Period of Deputation shall ordinarily not exceed three years).
2.	Court Master	Gr-'C', Non-Gazttd	PB-1: 5200-20200 + GP-2800 (Pay level-5 29200-92300)	Deputation	(i) Court Master of Tribunals or Commissions under the Central Govt. in the same grade: or (ii) Upper Division Clerks of the Central Secretariat Clerical Services or Tribunals or commissions under Central Govt. with five years regular service in the grade.
3.	Upper Division Clerk	Gr-'C', Non-Gazttd	PB- 1: 5200-20200 + GP-2400 (Pay Level-4 25500-81100)	Deputation/ Absorption	(i) Upper Division Clerk of Central Secretariat Clerical Service/Income Tax Department and various Directorate of Central Board of Direct Taxes. (ii) Lower Division Clerks of the Central Secretariat Clerical Services/Directorate under CBDT with eight years' regular service in the grade.

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three (03) years. However, the period of deputation may be curtailed depending upon performance of the officer as well as the organizational requirement.

3. The willing and eligible officers should send their application for the post in the given format (Annexure-I) through their cadre controlling authority, addressed to the Registrar, Appellate Tribunal SAFEMA, 4th Floor, 'A' Wing, Lok Nayak Bhawan, Khan Market, New Delhi, within 45 days from the date of publishing of this Advt. in the Employment News. The Advt. and proforma may also be downloaded from the Department website www.atfp.gov.in or can be obtained from this office in any working day.

4. The pay & allowances and the terms and condition on deputation will be regulated in accordance with the DOPT O.M.8/2009-Estt(Pay-II) dated 17.08.2010 or any other orders issued further in this regard.

5. The Cadre Controlling Authority, while forwarding the application must enclose the following documents with prescribed proforma and ensure that the applicant fulfils all the eligibility condition specified above and also verify the particulars furnished by the applicants, before granting cadre clearance:- (i) Photocopies of ACRs of last five years duly attested by an officer not below the rank of Under Secretary, (ii) Integrity Certificate (iii) Vigilance Clearance Certificate (iv) Major/Minor Penalty Statement for the last 10 years.

(Roma Ambwani)
Registrar (in charge)
Tele- 011-24603309/24699426
Annexure-I

PROFORMA

- Name and Address (in Block Letters) _____
- Date of Birth (in Christian era) _____
- Date of retirement _____
- Educational Qualification _____
- Whether Educational and other qualifications/Experiences required for the post are satisfied.

Sl. No.	Qualifications/experience required	Qualifications/experience possessed by the Candidate

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment, in chronological order:

Office/ Organisation	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties

- Nature of present employment, i.e. adhoc or temporary or permanent.
- In case the present employment is held on deputation/contract basis, please state.
 - The date of initial appointment.
 - Period of appointment on deputation/contract.
 - Name of the parent office/organization to which you belong.
- Additional details about present employment.
 - Central Government
 - State Government
 - Autonomous Organization
 - Government Undertaking
 - University
 - Others
- Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- Total emoluments per month now drawn.
- Additional information, if any, which you would like to mention in support of your suitability for the post.
(Note : Enclose a separate sheet, if the space is insufficient)
- Whether belongs to SC/ST.
- Remarks

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature of the Candidate
Address:
Date:.....
Tele.No.:.....
e-mail:.....

TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY/EMPLOYER
Certified that the particulars furnished by the official are correct as per the records held in this office and no disciplinary/vigilance case is pending or contemplated against the official.

Name, Signature and seal of the Employer/Cadre Controlling Authority