No. 11/2000-Admn.Vol-III  

Dated: 16.10.2018

To  

The Chief Secretary,  
Government of Kerala, Trivandrum.

Subject: Publication of vacancy circular - reg.

Sir,  

I am directed to forward herewith a copy of the Central Administrative Tribunal, Principal Bench, New Delhi Circular No.PB/1/6/2010/Estt.I/Vol-II dated 09.10.2018 inviting applications for filling-up of various vacant posts in the Central Administrative Tribunal on deputation basis. It is requested that the same may be circulated amongst the staff and displayed in the notice board of your office.

The applications of the eligible/willing officials in the enclosed proforma together with the requisite certificates/documents as per details furnished in the circular may be forwarded the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi - 110 001 within 45 days from the date of publication of the circular in the Employment News.

Yours Faithfully,

(T.R. Sivakumar)  
Deputy Registrar

Encl: As above

copy to

1. Notice Board, CAT, Ernakulam Bench.

2. The Deputy Registrar(E), CAT, Principal Bench, New Delhi w.r.t. letter No.PB/1/6/2010/Estt.I/Vol.II dated 09.10.2018
CIRCULAR

SUB: 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. 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. 6/3/2009-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 -

1. **REGISTRAR (2)**

Group A (Gazetted) in the Level-13 of Pay Matrix (Pre-revised Pay Band-4 Rs 37400- 67000 Plus Grade Pay of Rs 8700) Vacancies in the grade are presently available at Allahabad, Bangalore, Chandigarh, Ernakulam, Kolkata, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria :-

(i) Officers possessing a degree in law and holding -
(a) Analogous post in the Central/State Government/High Court.

Or

(b) Posts with Pre-revised Pay Band-3(Rs 15600-39100 Plus Grade Pay of Rs 7600) with a minimum of five year regular service in the grade.

Or

(c) Posts with Pre-revised Pay Band-3(Rs 15600-39100 Plus Grade Pay of Rs 6600) with a minimum of ten year regular service in the grade.

Or

(ii) Officers holding the post of District Judge/ Additional District Judge/Registrar/Additional Registrar of High Court on regular basis.
2. JOINT REGISTRAR (3)

Group A (Gazetted) in the Level-12 of Pay Matrix (Pre-revised Pay Band-3 Rs 15600 – 39100 Plus Grade Pay of Rs 7600). Vacancies in the grade are presently available at Principal Bench, Allahabad, Cuttack, Guwahati Jabalpur and Jaipur Benches of the Tribunal.

Eligibility Criteria:

i. Officers possessing a degree in law and holding:
   (a) Analogous post in the Central/State Government/High Court.
   Or
   (d) Posts with Pre-revised Pay Band-3(Rs 15600-39100 Plus Grade Pay of Rs 6600) with a minimum of five year regular service in the grade.
   Or

ii. Judicial officer with minimum of eight year regular service

3. PRINCIPAL PRIVATE SECRETARY (1)

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs 15600-39100 Plus Grade Pay of Rs 6600/-) Vacancies in the grade are presently available at Chandigarh and Cuttack Benches of the Tribunal.

Eligibility Criteria:

(i) The Officers of the Central / State Government / High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band-3 (Rs. 15600 – 39100 Plus Grade Pay of Rs 6600/-)

Or

(ii) Private Secretary with at least eight years combined regular service rendered in Pre-revised Pay Band-2 (Rs 9300 – 34800 Plus Grade Pay of Rs 4800/-) and Pre-revised Pay Band-3 (Rs 15600 – 39100 Plus Grade Pay of Rs 5400/-)

4. DEPUTY CONTROLLER OF ACCOUNTS (1):

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs 15600-39100 Plus Grade Pay of Rs 6600/-) Vacancy in the grade is available at Principal Bench, New Delhi

Eligibility Criteria:

(i) The Officers working as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts with minimum of 2 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts service.
(ii) The Accounts Officer with minimum of 10 years service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts

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

Group ‘B’ (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs 9300-34800 Plus Grade Pay Rs.4600/-). Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Kolkata, Lucknow, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria: -

Essential
Persons working under the Central / State Government / High Court / 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 (Rs 9300-34800 Plus Grade Pay of Rs.4600/-)

and
Possessing a Degree of a recognized University or equivalent.

Desirable
Degree in Law

6. PRIVATE SECRETARY (08):-

Group ‘B’ (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs 9300-34800 Plus Grade Pay Rs 4800/-) Vacancies in the grade are presently available at Ahmedabad, Allahabad, Bengaluru, Chennai, Jabalpur, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria: -

Officers holding the post of Stenographers in the Central / State Government / 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 (Rs 9300 – 34800 Plus Grade Pay of Rs 4600/-)
7. **ACCOUNTS OFFICER (07):**

Group "B" (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600) Vacancies in the grade are presently available at Bengaluru, Chennai, Guwahati, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

**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 Pre-revised Pay Band-2 (Rs 9300-34800 Plus Grade Pay of Rs 4200) with 8/6 years regular service respectively under C&A, Defence A/Cs, P&T, Railway A/Cs Department.

8. **SENIOR TRANSLATOR (03):**

Group "B" (Non-Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs 4600) Vacancies in the grade are presently available at Principal Bench (New Delhi), Lucknow and Jabalpur Benches of the Tribunal

**Eligibility Criteria:**

(i) 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(Rs 9300-34800 Plus Grade Pay Rs.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

(iii) 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.

9. JUNIOR ACCOUNTS OFFICER (06):

Group "B" (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Bengaluru, Chennai, Chandigarh, Lucknow, Ernakulam and Patna Benches of the Tribunal.

Eligibility Criteria :

(a) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations.

Or

(b) 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.

10. CARETAKER (08)

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Principal Bench (New Delhi), Bengaluru, Chandigarh, Chennai, Cuttack and Ernakulam Benches of the Tribunal.

Eligibility Criteria :

(i) 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 (Rs 5200-20200 Plus Grade Pay of Rs 2400) with eight years of regular service in the grade

And

(ii) Possessing a Degree of a recognized University or equivalent

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 Government shall ordinarily not exceed three years.

3. **Age Limit.** The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.

4. Number of vacancies and place of posting are subject to change. The selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time.

5. The applications in the given proforma (duly typed in double space) together with attested copies of APAR/ACR 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 - 110 001 within 45 days from the date of publication of the circular in the Employment News.

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 enclosed 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.

(Goutam Mondal)
Registrar
PROFORMA FOR FURNISING 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 adhoc & regular periods separately.
   b) Pay Band, Grade Pay & Present Basic Pay:

08. 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

09. Educational qualifications in chronological order (including professional qualification)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Degree/Diploma</th>
<th>Year</th>
<th>Subjects taken</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

Signature

Designation

Office seal:
Note No. #1

Forwarded to Information and Public Relations (Web & New Media) Department for publishing the same in the Government Website for furnishing willingness from qualified Officers in the Administrative Secretariat.

13/11/2018 10:25 AM

KAVITHA I
(ASO (SPL B2) GAD)

Note No. #2

16/11/2018 3:58 PM

S.S.DEEPU
(SO (SPL B) GAD)

Note No. #3

17/11/2018 10:54 AM

RAMESH GR
(US (SPL B) GAD)

Note No. #4

17/11/2018 11:03 AM

S.S.DEEPU
(SO (SPL B) GAD)