

No. PB/1/6/2010/Estt./Vol.II
Central Administrative Tribunal
Principal Bench

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Date : 25.11.2021

CIRCULAR

SUB : Filling-up of the vacant posts in the Jammu and Srinagar Benches of Central Administrative Tribunal on deputation basis- reg.

It is proposed to fill up the following posts in the Central Administrative Tribunal on deputation basis initially for a period of three years 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. 6/8/2009-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 :-

1. JOINT REGISTRAR (02)

Group A (Gazetted) in the Level-12 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.7600) one for Jammu and one for Srinagar Bench 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
 - (a) 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.

2. DEPUTY REGISTRAR (02)

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.6600) one each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (i) Officers of the Central Government/State Government/High Courts;
 - (a) (i) holding analogous post on regular basis; or (ii) with at least five years regular service in the grade pay of Rs. 5400/- or (iii) with at least six years regular service in the grade pay of Rs. 4800/- or equivalent; and
- (b) Possessing a degree in Law from a recognized University or equivalent.

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3. COURT OFFICERS / SECTION OFFICERS (06) :-

Group "B" (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-) three each for Jammu and Srinagar Bench 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.

4. PRIVATE SECRETARY (04) :-

Group "B" (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-) two each for Jammu and Srinagar Bench 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/-).

5. COURT MASTER/ STENOGRAPHER GRADE 'C' (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) one for Jammu and two for Srinagar Bench of the Tribunal.

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

(ii) with eight years regular service in the Stenographer Grade 'D' in Pre-Revised Pay Band-1 (Rs. 5200-20200 with Grade Pay of Rs. 2400/-)

6. JUNIOR ACCOUNTS OFFICER (02) :-

Group "B" (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench 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.

7. LIBRARY AND INFORMATION ASSISTANT (02) :-

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

Officers of the Central Government –

- (a)(i) holding analogous posts on regular basis; or
(ii) with six years regular service in the Pay Band-2 (Rs. 5200-20200/- with Grade Pay of Rs. 2800/-;

And

- (b) Possessing the qualification and experience as under:
(i) A Bachelor Degree in Library Science or Library and Information Science from a recognized University or Institute;
(ii) two years' professional experience in a Library under the Central or State Government or autonomous or statutory organization or Public Sector Undertaking or University or recognized Research and Educational Institution.

Desirable: Diploma in Computer Application from a recognized University or Institute.

8. JUNIOR TRANSLATION OFFICER (02) :-

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

Officers from the Central Government or State Government or Union Territories or High Courts

- (a)(i) holding analogous posts on regular basis in the parent cadre or department; or

- (ii) with six years regular service in the pay band-2 with Grade Pay of Rs.2800/- in the parent cadre or department;

And

- (a) Possessing qualification and experience as under:

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at 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 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 the medium of examination and the other as a compulsory or elective subject at degree level;

And

Recognized diploma or 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 Government or State Government offices including Government of India Undertaking.

9. CARETAKER (02)

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench 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.

10. STENOGRAPHER GRADE 'D' (04) :-

Group "C" (Non-Gazetted) in the Level-4 of Pay Matrix (Pre-revised Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2400) two each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

Officials from the Central Government or State Government or High Courts;

- (i) holding the post of Stenographer Grade 'D' in the Pre-Revised Pay Band-I (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 Pre-Revised Pay Band- I (Rs. 5200-20200 with Grade Pay of Rs. 1900/-) and possessing skill norms test as under:

Dictation:- 10mts @ 80 W. p.m.

Transcription: 65 mts. (English) 75 mts. (Hindi) (on manual Typewriter) or 50 mts. (English) and 65 mts. (Hindi) (on Computer)

11. ASSISTANT SECTION OFFICER (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/-) one for Jammu and two for Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (i) Official possessing a degree from a recognized University and holding ;
 - (a) Analogous post on regular basis.
- OR
- (b) Senior Assistant (Upper Division Clerks) who have rendered not less than ten years service in the grade.

12. SENIOR ASSISTANT (08)

Group 'C' (Non-Gazetted) in the Level-4 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 2400/-) three for Jammu and five for Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (a) persons holding analogous posts on regular basis in the Central Government or State Government or High Courts and Subordinate Courts thereto ; or
- (b) persons holding posts in Pre-revised pay band-1 with grade pay of Rs. 1900/- with eight years regular service in the Central Government or State Government or High Court and Subordinate Court thereto;

13. JUNIOR ASSISTANT (07)

Group 'C' (Non-Gazetted) in the Level-2 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1900/-) two for Jammu and five for Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (a) persons holding analogous posts on regular basis in the Central Government or State Government or High Courts and Subordinate Courts thereto ; or
- (b) persons holding posts in Pre-revised pay band-1 with grade pay of Rs. 1800/- with three years regular service in the Central Government or State Government or High Court and Subordinate Court thereto.

And

Possessing qualification :-

- (i) 12th Class pass or equivalent qualification from recognized Board or University; and
- (ii) A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (time allowed-10 minutes)

14. SENIOR ACCOUNTANT (02)

Group 'C' (Non-Gazetted) in the Level-5 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 2800/-) one each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (i) Senior Accountant of Departmentalised Accounting Organisation/ Auditor of the Indian Audited Accounts Department. Senior Accountant of CGA Defence, P&T and Railways in that grade; OR
- (ii) Junior Accountant in the Departmentalised and Accounting service or under CGA Accounts Department of Defence, P&T or Railways or Auditor under CAG with a minimum of 5 years experience in the grade.

15. DESPATCH RIDER (02)

Group 'C' (Non-Gazetted) in the Level-2 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1900/-) one each for Jammu and Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (a) Group 'C' employees of the Central Government or State Government or Supreme Court or High Court and District Courts and Central Administrative Tribunal –
- (i) Holding the post in the scale of pre-revised Pay band-1 (Rs. 5200-20200 Plus Grade Pay Rs. 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 Auto rickshaw
 - (c) Pass in Matriculation or equivalent of any recognized Board or Institution.

For Ex-Servicemen on Deputation or –re-employment ;

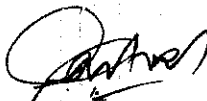
The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the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

16. MULTI TASKING STAFF (07)

Group 'C' (Non-Gazetted) in the Level-1 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1800/-) two for Jammu and five for Srinagar Bench of the Tribunal.

Eligibility Criteria :-

- (a) Group 'C' employees of the Central Government or State Government or Supreme Court or High Court and District Courts and Central Administrative Tribunal –
- (i) Holding the analogous post in Level-1 of the Pay Matrix (pre-revised Pay band-1 Rs. 5200-20200 Plus Grade Pay Rs. 1800) and having qualification as Matriculation or equivalent from a recognized University or Board
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 Joint Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110 001 within 30 days from the date of this circular.
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. This Office will not be in a position to return any of the documents provided by the applicant/parent office of the applicant, irrespective of his/her selection.
9. 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.


(Sulabh Rastogi)
Joint 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
03. Contact Details of the Applicant
 - (a) Mobile No.
 - (b) E-Mail ID
 - (c) Landline No.
 - (d) Residential Address
04. Date of Birth
05. Date of Retirement
06. Sex (Male/ Female)
07. Present Post Held in Parent Department
 - (a) Date
 - (b) Designation
 - (c) Nature of Appointment (Adhoc/ Regular)
 - (d) Pay Scale of the post held (In case of drawing a different scale than that of the post due to financial upgradation or Otherwise)
 - (e) Pay scale on grant of ACP/MAC/ or NISG
 - (f) Brief nature of duties
 - (g) Details of Service [Central Government/ State Government/ Others (Please Specify)]
08. Details of earlier deputations, if any
 - (a) Whether presently holding deputation post (Yes/ No)
 - (b) If Yes, Please mention, Name of the Department, Designation, Pay Scale of the deputation post, Present Basic Pay drawn, Date from which on deputation and date of expiry of present term of deputation.
09. Brief Service Particulars in chronological order from entry into the Government Service (If date including deputation periods and financial upgradations, if any, as per following format)

Sl. No.	Department	Post held	Period		Pay Scale of the post At the time of holding the post	Brief nature of duties
			From	To		
10. Educational qualification in chronological order including professional qualifications (As per following format)

Sl. No.	Degree	Diploma	Year of Passing	Subjects taken	Board	University
11. Category (Gen/ SC/ ST/ OBC)
12. Choice of Station

Signature of the Applicant

Certificate to be furnished by the Head of Office

1. Service particulars of Sh./ Smt. _____ furnished above have been verified from his/ her service records and found correct.
2. Certified that no vigilance enquiry / Disciplinary proceeding is pending or contemplated against Sh./ Smt. _____
3. Sh./ Smt. _____ 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 of: _____
Date: _____ Name: _____
Designation: _____
Office Seal: _____