



No. PB/1/6/2010-Estt.I (Vol.II) -  
केन्द्रीय प्रशासनिक अधिकरण  
Central Administrative Tribunal  
प्रधान न्यायपीठ  
Principal Bench

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61/35, Copernicus Marg,  
नई दिल्ली-110001  
New Delhi - 110001  
दिनांक/Date: 24.07.2020

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. 6/8/2009-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. PRINCIPAL REGISTRAR (1)**

Group A (Gazetted) in the Level-14 of Pay Matrix (Pre-revised Pay Band-4 Rs.37400-67000 Plus Grade Pay of Rs.10000)for Principal Bench of the Tribunal at New Delhi.

**Eligibility Criteria :-**

- (i) Officers possessing a degree in law and holding :-  
(a) Analogous posts in the Central Government/State Government/High Court ;  
Or  
(b) a Post in Central Government/State Government / State Government / High Court in the grade pay of Rs. 8700/- with three years regular service in the grade.;  
Or  
(ii) Officers holding the post of District Judge/ Additional Registrar of High Court on regular basis.

**Desirable: -** Persons having good academic record and having experience of personnel and Administrative matters.

**2. REGISTRAR (04)**

Group A (Gazetted) in the Level-13 of Pay Matrix (Pre-revised Pay Band-4 Rs.37400-67000 Plus Grade Pay of Rs.8700) for Ernakulam, Kolkata, Hyderabad and Patna Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

- (iii) Officers possessing a degree in law and holding :-  
(c) 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.7600) with a minimum of five year regular service in the grade ;  
Or

- (e) 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

- (iv) Officers holding the post of District Judge/ Additional District Judge/Registrar/Additional Registrar of High Court on regular basis.

### **3. JOINT REGISTRAR (04)**

Group A (Gazetted) in the Level-12 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.7600)for Guwahati, Cuttack Jodhpur and Jammu Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

#### **Eligibility Criteria :-**

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

### **4. DEPUTY REGISTRAR (09)**

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.6600) for Lucknow, Hyderabad, Mumbai, Chennai, Allahabad, Jammu Bench and Principal Bench of the Tribunal at New Delhi or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

#### **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.

### **5. 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/-)for Ernakulam Bench 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/-).

**6. 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/-)for Principal Bench of the Tribunal at 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.

**7. COURT OFFICERS / SECTION OFFICERS (25) :-**

Group "B" (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-)for Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Hyderabad, Jabalpur, Jodhpur, Kolkata, Lucknow, Mumbai and Jammu Bench of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**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.

**8. 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/-) for Allahabad, Bengaluru, Chennai, Jabalpur, Jodhpur, Mumbai and Jammu Bench of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**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/-).

**9. 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) for Bengaluru, Chennai, Guwahati, Kolkata, Mumbai and Patna Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**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 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railway A/Cs Department.

**10. ASSISTANT LIBRARY AND INFORMATION OFFICER (03) :-**

Group "B" (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600) for Bengaluru, Jodhpur and Lucknow Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

Officers under Central or State Government or High Courts and Courts subordinate thereto-

- (a) (i) holding analogous posts; or  
(ii) with at least five years regular service in the pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4200/-;

and possessing the qualification and experience

**Essential: -**

- (i) A Bachelor Degree in Library Science or Library and Information Science from a recognised University or institute;  
(ii) two years' professional experience in a Library under Central or State Government or autonomous or statutory organisation or Public Sector Undertaking or University or recognised Research or Educational Institution

**Desirable: -**

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute.  
(ii) Diploma in Computer Application from a recognised University or Institute

**11. COURT MASTER/ STENOGRAPHER GRADE 'C' (02) :-**

Group "B" (Non-Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4600) for Jammu 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/-)

**12 JUNIOR ACCOUNTS OFFICER (03) :-**

Group "B" (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) for Chandigarh, Lucknow and Jammu Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**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.

**13. CARETAKER (04)**

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) for Bengaluru, Chennai Ernakulum and Jammu 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.

**14. STENOGRAPHER GRADE 'D' (02) :-**

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

**15. PHOTOCOPIER (01) :-**

Group "C" (Non-Gazetted) in the Level - 2 of Pay Matrix (Pre-revised Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1900) for Chennai Bench of the Tribunal.

**Eligibility Criteria :-**

Group 'C' employees of the Central Government or State Government or High Court and District Courts and employees of the Central Administrative Tribunal with 3 years regular service in the scale of Pre-revised Pay Band-1, (Rs.5200-20200/- with grade pay of Rs.1800/-) and having following qualifications:-

- (i) Matriculation pass or equivalent from a recognized university or Board
- (ii) Proficiency or experience in handling photocopying machines.

**16. ASSISTANT SECTION OFFICER (02)**

Group 'B' (Non-Gazetted) in the Level-7 of Pay matrix (Pre-revised Pay Band -2 Rs. 9300-34800 Plus Grade Pay Rs. 4600/-) for Jammu 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.

**17. SENIOR ASSISTANT (05)**

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

**18. JUNIOR ASSISTANT (06)**

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

**19. SENIOR ACCOUNTANT (01)**

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

**20. STAFF CAR DRIVER (ORDINARY GRADE) – (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/-) for Jammu 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 Car.

And

- (ii) Possessing qualification ;

- (a) Possession of a valid Driving Licence for Motor Car.
- (b) Knowledge of Motor mechanics;
- (c) Experience of driving a Motor Car for at least three years.
- (d) Pass in Matriculation or equivalent.

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.

**21. DESPATCH RIDER (01)**

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

**22. MULTI TASKING STAFF (15)**

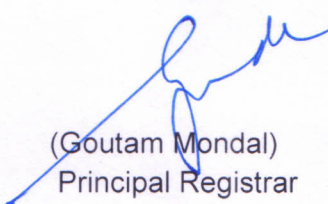
Group 'C' (Non-Gazetted) in the Level-1 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1800/-) for Jammu Bench of the Tribunal.

**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 recognised 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 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. 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.

  
(Goutam Mondal)  
Principal Registrar

गौतम मंडल  
GOUTAM MONDAL  
प्रधान रजिस्ट्रार / Principal Registrar  
केन्द्रीय प्रशासनिक अधिकरण  
Central Administrative Tribunal  
प्रधान न्यायपीठ, नई दिल्ली  
Principal Bench, New Delhi

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/MACP or NFSG) \_\_\_\_\_
  - (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 orders from entry into the Government Service till date including deputation periods and financial upgradations, if any (As per following format)
 

Sl. No.	Department	Post held	Period		Pay Scale of the post		Brief nature of duties
			From	To	At the time of holding the post	Present	
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 re:

Name:

Designation:

Office Seal:

Date: