

दूरभाष / Telephone : 044-28331156
फेक्स / Fax : 044-28331099



भारत सर कार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय, चेन्नै अंचल
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

सी.सं./C.No.II/13/05/2015-सं.नि.प्रा-स्था/.CCA.Estt.

दिनांक/Date: 28.05.2015

सेवा में To

All the Commissionerates in Tamilnadu/Puducherry
Cadre Control Area.

महोदय/महोदया Sir/Madam,

विषयSub : Estt - Filling up of the vacant post in the Central Administrative Tribunal on
deputation basis - calling for willingness - Reg.

Please find enclosed a copy of vacancy circular dated 20.03.2015, received from the
Central Administrative Tribunal, Principal Bench, New Delhi calling for the willingness for the
post of Accounts Officer on deputation basis.

2. The willingness, if any, from the **Administrative Officer** for the post of **Accounts Officer only** along with bio-data & history of posting of the officers in duplicate may be forwarded to this office on or before **05.6.2015**. The vigilance clearance certificate and ACR gradings for the last five years of the officer, may also be forwarded.

Yours faithfully,

A.V.T. Bharathi Dhasan
28/5/15.

(A.V.T. BHARATHI DHASAN)
DEPUTY COMMISSIONER (CCA)

संलग्नक Enclosure : यथोक्त As above.

प्रतिलिपि प्रस्तुत Copy submitted to :

The Chief Commissioner of Central Excise, Coimbatore.

The Chief Commissioner of Service Tax, Chennai.

The Chief Commissioner of Customs (Preventive), Trichy.

प्रतिलिपि Copy to :

The Supdt. of C.Ex., (Computer Section), Chennai-I. - For display on Internet and Intranet.

The Hindi Cell, Chennai-I

- For translation.

No. PB/1/6/2010-Estt.I
Central Administrative Tribunal
Principal Bench

61/35, Copernicus Marg
,New Delhi – 110 001
Dated: 20.03.2015

CIRCULAR

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 contract basis from amongst the retired Government Servants (Stenographers & Section Officer only). 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 Joint Registrar: 01

Group 'A' (Gazetted) in the scale of pay of Pay Band-3 Rs. 15600- 39100/- Plus Grade Pay of Rs 7600/- The selected Officer may be posted in a Bench where the vacancy would be available. The vacancy in the grade is presently available at Jodhpur Bench of the Tribunal .

Eligibility Criteria:-

- (i) Officers possessing a degree in Law and holding:
 - (a) analogous post under Central Government/State Government/High Court; or
 - (b) posts with minimum of five year regular service in the grade pay of Rs..6600/-
- (ii) Judicial officer with minimum of eight years regular service.

II PRINCIPAL PRIVATE SECRETARY (02 Reserved one each for SC&ST) :-

Group 'A' (Gazetted) in the scale of Pay of Pay Band-3 (Rs.15600-39100 Plus Grade Pay Rs.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 Allahabad, & Patna Benches of the Tribunal.

Eligibility Criteria:-

- (i) The Officers of the Central Government/State Government/High Courts holding analogous posts of Principal Private Secretary on a regular basis in PB-3 (Rs. 15600-39100/- plus grade Pay Rs. 6600/-).
- OR
- (ii) Private Secretary with atleast eight years combined regular service rendered in PB-2 with Grade Pay of Rs. 4800 and PB-3 with Grade Pay of Rs.5400.

III **COURT OFFICERS/SECTION OFFICERS (22) :-**

Group 'B' (Gazetted) in the scale of pay of Rs. 6500-200-10500 revised to Rs.7500-250-12000(Revised Pay Band-2, Rs.9300-34800 Plus Grade Pay Rs.4800/-) at Principal Bench, Ahmedabad, Allahabad, Bengaluru, Mumbai, Guwahati, Chandigarh, Ernakulam,, Jabalpur, Jodhpur, Kolkata, and Lucknow Bench of the Tribunal or in any other Bench of CAT where the vacancy would be available at that relevant point of time.

Eligibility Criteria:-

Essential

Persons working under the Central Government/State Governments/High Courts/Subordinate Courts;

- a) (i) Holding analogous post on regular basis; OR
(ii) Holding posts of Assistant or equivalent in the pre-revised Scale of Pay of Rs.5500-9000 (Revised to 7450-11500) with 8 years regular service and
- b) Possessing a Degree of a recognized University or equivalent

Desirable:- Degree in Law

IV **PRIVATE SECRETARY (17):-** Group 'B' (Gazetted) in the scale of pay of Pay Band-2 (Rs.9300- 34800 plus Grade Pay Rs.4800/-) at Principal Bench, Allahabad , Ahmedabad, Bengaluru, Cuttack, Guwahati, Jabalpur, Jaipur, Jodhpur, and Patna Benches of the Tribunal.

Eligibility Criteria:-

The officers holding the post of Stenographers under the Central Govt. or State Govt. or High Courts:-

- (i) holding analogous posts on regular basis; or
(ii) Six years of regular service in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs.4600/-.

V **ACCOUNTS OFFICER (13) :-** Group 'B' (Gazetted) post in the scale of pay of Rs.7450-225-11500/- (Revised PB-2, 9300-34800 plus Grade Pay Rs.4600/-) one each at Allahabad, Ahmedabad, Bengaluru, Mumbai, Kolkata, Chandigarh, Ernakulam, Jodhpur, Jabalpur, Patna, Chennai, Guwahati and Hyderabad.

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 Rs.5500-9000/6500-10500 (Pre-revised)/Rs.9300-34800 plus Grade Pay 4200 in PB-2 (revised) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railways, A/Cs. Department.

(1)

(SPECIMEN COPY ONLY NOT TO BE USED AS APPLICATION FORM)
PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF _____
(To be typed in double space on single side)

1. Name of the applicant: _____
(In block letters)
2. Name , address and contact No. _____
of office where working at present
3. Contacts:
 - a. Mobile _____
 - b. Email _____
 - c. Landline _____
 - d. Residential address _____
4. (i) Date of Birth _____
(ii) Date of Retirement _____
5. Sex (Male/Female) _____
6. Date of entry into Govt. Service and _____
service to which the officer belongs.
7. Present post held: _____
 - (a) Date of appointment in the _____
Present post (**Mention adhoc
& regular periods separately**)
 - (b) Pay Band, Grade Pay & _____
Present Basic Pay:
8. Details of earlier deputations, if any _____
 - (a) Whether presently holding _____
deputation post or not:
 - (a) If 'yes' please mention, Pay Band, _____
Grade Pay & Present Basic Pay
9. Educational qualifications in chronological order _____
(including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University
-------	--------------------	------	----------------	------------

10. Brief Service particulars/ experience details _____
(Give complete detail in chronological order by
indicating Pre-revised & Revised scale of the post held)
if require enclose separate sheet.
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. He will be relieved of his duties in this office to take up assignment in the Central administrative Tribunal, on his selection for appointment to the post.

Place :

Date:

Signature

Designation

Office seal:

Computer

2

(ii) holding the post of Lower Divisional Clerk or equivalent posts with at least two years service in the Pay Band-1 Rs. 5200-20200 with Grade Pay of Rs.1900/- and possessing skill:-

Essential:-

- (i) 12th Class Pass or equivalent from a recognized Board or University.
- (ii) Skill Test Norms
Dictation:- 10mts @ 30 W.p.m.
Transcription:- 65 mts. (English) (on manual Typewriter) Or
50 mts.(English) (on computer)

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 Govt. shall ordinarily not exceed three years.

3 **Age limit**

- (a) Deputation: The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.
- (b) 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 55 years.

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

5 The applications in the given Performa (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 circular.

6 While forwarding the applications, certificate to the effect that the 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 Performa.

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 not typed in double space on single side, 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.

-Sd/-
(Padma T.)
Principal Registrar

- C. ISSUING OF POST OFFICE :
- D. PAYABLE AT :
11. IF BY REGISTER POST :
12. LIST OF ENCLOSURE : AS PER INDEX

VERIFICATION

I M.Aaron son of Mr. D.Muninathan, Christian , aged about 48 years , residing No.462/10,TNHB Flats,7th Main Road,Sahnthi ,Colony,Anna Nagar,Chennai -40,and working as Inspector of Service Tax,Service Tax III Division,Service Tax II Committee.O/o, The Chief Commissioner of Central Excise,Chennai Zone ,are true to my personal Knowledge, and para 5 believed to be true on legal advice, and that I have not suppressed any material facts.

Date : 05-05-2015


Signature of the applicant

Place : Chennai.

Counsel for the applicant