

F.No.5-13/2008-Legal
अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT.

पोर्ट ब्लेयर, Port Blair दिनांक 14.11. 2008

CIRCULAR

Copy of letter No.PB/1/30/2000-Estt.I dated 29th September, 2008 received from the Joint Registrar, Central Administrative Tribunal, New Delhi regarding filling up the post of Group 'A' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' post in the Central Administrative Tribunal on Deputation basis, together with its enclosures, is forwarded herewith for kind information and necessary action.

To

1. All Commnr-Cum-Secretaries/Secretaries/
Joint Secretaries/Special Secretaries/Astt.Secretaries
2. All HODs

(Rizwanullah)
Deputy Secretary (Law)

14/11

MIC
19/11/08

सचिव (विधि) का निजी अनुभाग
Personnel Section of Secretary (Law)
प्रा.व. प्रे.सं. / R D No. 378
दिनांक./Date 29/1/08

5942
27/1/2008

1195
30/1/08

PB/1/30/2000-Estt-I
Central Administrative Tribunal
Principal Bench

6135, Copernicus Marg,
New Delhi - 110021
Dated: 29/01/2008

CIRCULAR

Subject: Filling up the posts of Group 'A', Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' posts in the Central Administrative Tribunal on deputation basis.

It is proposed to fill up the following posts in the Central Administrative Tribunal on transfer on deputation basis for a period of one year likely to be extended for three years. 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.2/29/91-Estt.(Pay-II) dated 5.1.94 as amended from time to time. 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. SENIOR PRINCIPAL / PRIVATE SECRETARY (1 Post) - Group 'A' (Gazetted) in the scale of pay of Rs.12000-375-15200 at Principal Bench, New Delhi on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:- Officers of the Central Government or State Government of High Court holding analogous post; or

(a) in the scale of pay of Rs. 9900-325-15200 with five years regular service in the grade; and

(b) possessing the following educational qualifications and experience:

(i) Matriculation or equivalent

(ii) Possessing speed of 100 words per minute in shorthand (English)

II PRIVATE SECRETARY: (02 Posts) - Group 'B' (Gazetted) in the scale of pay of Rs.6500-200-10500/- at Allahabad, Ahmedabad, Bombay, Calcutta, Jodhpur, Lucknow, Patna and Principal Bench, New Delhi on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

(i) Private Secretaries with two years of regular service in the grade of Rs.6500-200-10500 in Central Government/State Government/High Courts;

(ii) Court Master/Stenographer Grade 'C' with at least eight years regular service in the grade of Rs.5500-175-9000 or persons holding analogous post in the grade of Rs.5500-175-9000 with at least 8 years regular service and possessing a speed of 120 w.p.m. in shorthand and 40 w.p.m. in typewriting (English) in Central Government/State Government/High Courts.

III **COURT MASTER/STENOGRAPHER GRADE 'C' (17 Posts):**

Group 'B' (Non-Gazetted) in the scale of pay of Rs.5500-175-9000 at Ahmedabad (03), Allahabad (01), Mumbai (04), Calcutta (02), Cuttack (01), Jabalpur (01), Jodhpur (03), Jaipur (01) and Patna (01) on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

1. Court Master/Stenographer Grade 'C' from amongst Central Government/State Governments/High Courts with at least two years regular service or persons holding equivalent posts with at least two years regular service in the grade of Rs.5500-175-9000 or
2. Stenographer Grade 'D' or persons holding equivalent posts with at least five years regular service in the grade of Rs.4000-100-6000 and possessing a speed of 100 w.p.m. in shorthand and 30 w.p.m. in typewriting in English

IV **STENOGRAPHER GRADE 'D' (13 Posts):**

Group 'C' (Non-Gazetted) in the scale of pay of Rs.4000-100-6000 at Allahabad (03), Bangalore (02), Mumbai (01), Calcutta (01), Ernakulam (01), Hyderabad (01), Jabalpur (01), Jodhpur (01), Jaipur (01) and Lucknow (01) on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:- Stenographer Grade 'D' from amongst Central Government/State Governments/High Courts with at least two years regular service or persons holding equivalent posts with at least two years regular service in the grade of Rs.4000-100-6000 with 80 w.p.m. in shorthand and 30 w.p.m. in typewriting in English.

V **Accounts Officer:** Group 'B' (Gazetted) post in the scale of pay of Rs.7450-225-11500/- one each at Guwahati, Patna and Madras on transfer on deputation basis initially for a period of one year.

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.1640-2900/2030-3200 (Pre-revised) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railways, A/Cs. Department.

VI **Junior Accounts Officer** Group 'B' (Non-Gazetted) in the scale of pay of Rs. 5500-175-9000/- one each at Patna & Jodhpur on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

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

VII **Hindi Translator** Group 'B' (Non-Gazetted) Post in the scale of pay of Rs. 5500-175-9000/- one each at Jodhpur & Principal Bench, New Delhi on transfer on deputation basis initially for a period of one year.

Eligibility Criteria:-

- (i) Persons holding analogous posts on regular basis in Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (iii) below
- (ii) Persons holding post in the scale of Rs.1400-2300/2600(Pre-revised) with 5 years regular service in the grade in the Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (iii) below
- (iii) Persons holding:
 - (a) Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at Degree level, or Master's Degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at Degree Level. Or Master's Degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at Degree Level, and
 - (b) Recognized Diploma/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/State Govt. offices, including Govt. of India Undertakings.

Note:-

- I. 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. The maximum age limit for the appointment shall not exceed 56 years on the closing date of receipt of application.
- II. Number of vacancies and place of posting are subject to change.
- III. Pay Scales mentioned in the circular are pre-revised pay scales.

2. The applications in the enclosed proforma (duly typed in double space) together 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 spare 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 publication of this advertisement in the Employment News.
3. While forwarding the applications, certificate to the effect that the official is 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.
4. 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.
5. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/Vigilance Clearance Certificate or without the seal of the office will not be entertained.

Anil Srivastava
(ANIL SRIVASTAVA)
JOINT REGISTRAR

Encl. As above

Copy to: As per standard list.

PROFORMA FOR FURNISHING BIO-DATA

1. Name in Full (Block letters):
2. Complete Postal Address:
 - (a) Residential Address with Telephone No.
 - (b) Official Address with Telephone No.
3. Parent's /Spouse Name
4. Date of Birth
5. Service to which the officer belongs and Date of entry in the Govt. service (Central/State/Autonomous Body or other)
6. Designation of post held in parent department on Regular basis with date and pay scale.
7. Complete Postal Address of parent department And the name of officer who should be addressed
8. Scale of pay and break up thereof the post held in parent department

Basic pay	DA	ADA	HRA	CCA	IR	Total
Pre-revised						
Revised						
9. Designation of the deputation post
10. Scale of pay and breakup thereof the post presently held

Basic pay	DA	ADA	HRA	CCA	IR	Total
Pre-revised						
Revised						
11. Please state whether you are working in the same department and are in the feeder grade or in the feeder to the feeder grade

12. Nature of appointment in the parent department

- (a) Whether temporary/permanent/Q.Pmt. and post against which permanent or regularly appointed.
- (b) In case of persons holding post in another Department (in the ex-cadre post), i.e. immediately prior to present deputation post.
- (c) Post held with pay
- (d) Scale of pay

13. Educational Qualifications (including professional qualification):

Sl.No.	Degree/Diploma Obtained	Year	Subject taken	University

14. Brief service particulars (commencing from the latest)

Sl.No.	Designation	Pay Scale	Ministry/ Organis- ation	Period From To	Brief - description of duties

- 15. Whether belong to SC/ST
- 16. Other particulars, if any.
- 17. Choice of Stations

(Signature of the candidate)

Certificate to be furnished by the Head of 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: