

V. VENKATA PRASAD  
REGISTRAR (VIGILANCE)



HYDERABAD,  
Dt: 30.08.2016

**ROC.NO.6262/2016-B.SPL.**

Sir / Madam,

**SUB: CENTRAL GOVERNMENT ADMINISTRATIVE TRIBUNAL -**  
Filling up of 01 post of Registrar and 01 Post of Joint Registrar in  
Central Administrative Tribunal on deputation basis initially for a  
period of one year - Willingness from the eligible officers -  
**Called for - Regarding.**

**REF:** Circular No. PB/1/6/2010-Estt.I/Vol.II, dated:29-07-2016, from  
the Principal Registrar, Central Administrative Tribunal, Principal  
Bench, 61/35, Copernicus Marg, New Delhi - 110 001.

-oOo-

I am to state that the Pri. Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, in his letter referred to above has stated that the applications are invited in the prescribed format in triplicate from eligible officers, to fill up one post of Registrar in Central Administrative Tribunal, where the vacancy would be available at Allahabad, Bengaluru, Chennai and Kolkata Benches and one post of Joint Registrar in Central Administrative Tribunal at Jabalpur Bench. The letter of the Pri. Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, along with its enclosures were placed in the High Court's Web site i.e., <http://hc.tap.nic.in>.

I am, therefore, directed, to request you to circulate the same among all the Judicial Officers, working in your District / Unit and the Officers, who are eligible may download the copy of above said letter along with its enclosures from the High Court's Web Site and submit their willingness applications (In original), directly to the High Court, on or before 06.09.2016 by **Speed post or any other source.**

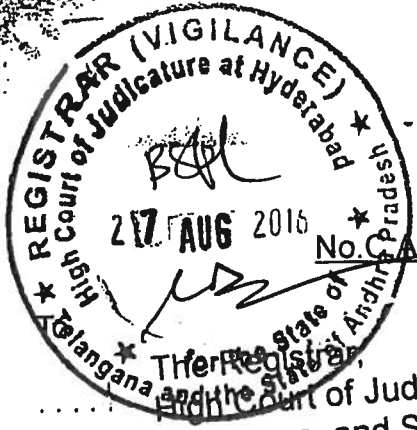
Yours faithfully

  
REGISTRAR (VIGILANCE)

To

1. The Chief Judge, City Civil Court, Hyderabad.
2. The Metropolitan Sessions Judge, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. **THE PRL. DISTRICT AND SESSIONS JUDGES:**  
Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajahmundry, Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District at L.B.Nagar, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.
5. The Registrar (I.T.-cum-Central Project Co-ordinator), High Court of Judicature at Hyderabad. (with a request to upload the letter of the Pri. Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, along with its enclosures in the High Court's Official website.)

197/1  
Tribunal  
Bt.



No. C.A.T./HYD/Vacancy Circular/2011-V01.II (589)

The Registrar,  
High Court of Judicature for the state of  
Telangana and the State of Andhra Pradesh,  
Hyderabad.

Date : 16.08.2016.

Sub : Filling up of the vacant posts in the Central Administrative Tribunal  
on deputation basis.


Sir,

5465

I am directed to enclose herewith a copy of letter No.PB/1/6/2010-Estt.I (Part) dated 29.07.2016 enclosed therewith a Circular dated 29.07.2016 issued by Central Administrative Tribunal, Principal Bench, New Delhi inviting applications from eligible/willing officials for filling up various categories of vacant posts existing in the Benches of Central Administrative Tribunal on deputation basis. Therefore, you are requested to kindly circulate the same among the employees of your office and applications received, if any, from the willing/eligible officers/officials may please be forwarded (in the enclosed proforma of Bio-Data) to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi-110001 on or before 12.09.2016 for further necessary action.

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 please be given at the bottom of the enclosed proforma.

Encl : As above.

Yours faithfully,  
  
( S. POOVARAJ )  
Deputy Registrar



No. PB/1/6/2010/Estt II/ Vol II  
केंद्रीय प्रशासनिक अधिकरण  
Central Administrative Tribunal  
प्रधान न्यायपीठ  
Principal Bench

फोन/Phone: 011- 23385097  
फैक्स/Fax: 011-23387713  
ई-मेल /E-mail: cat-delhi@nic.in

61/35, कॉपरनिकस मार्ग  
61/35, Copernicus Marg,  
नई दिल्ली-110001  
New Delhi - 110001

दिनांक/Date: 29.07.2016

To,  
Registrar/ Jt. Registrar,  
Central Administrative Tribunal  
All Outlying Benches

Sub: Filling up the vacant posts in the Central Administrative Tribunal on Deputation basis-wide publicity - reg.

Sir/Madam,

I am directed to forward a copy of the circular of even number dated 29.07.2016 inviting application for various vacant posts in different Benches of the Central Administrative Tribunal, with a request to give wide publicity of the same by circulating locally amongst Government offices and by displaying on Notice Board. The last date of receipt of the application for the post is 45 days from the date of this Circular.

Encl: As Above.

Yours faithfully,

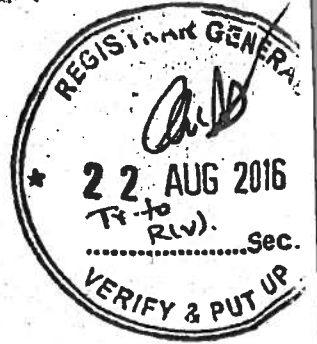
(Surat Singh)  
Deputy Registrar (B)

51730

47561A

No. PB/1/6/2010/Estt-IVol II  
केन्द्रीय प्रशासनिक अधिकरण  
Central Administrative Tribunal

फोन/Phone: 011-23385097  
फैक्स/Fax: 011-23387713  
ई.मेल /E-mail: cat-delhi@nic.in



मुख्यालय न्यायपीठ  
Principal Bench



61/35, कोपरनिकस मार्ग  
61/35, Copernicus Marg.  
नई दिल्ली-110001  
New Delhi - 110001  
दिनांक/Date: 29.07.2016

6262

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. 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:-

**REGISTRAR (01)**

Group 'A' (Gazetted) in the scale of pay of Pay Band-4 ( ₹ 37400-67000 Plus Grade Pay ₹ 8700). The tenure of deputation would be for a period of three years. The selected Officer may be posted in a Bench where the vacancy would be available. The vacancies in the grade are presently available at Allahabad, Bengaluru, Chennai and Kolkata Benches of the Tribunal.

**Eligibility Criteria:-**

- (i) Officers possessing a degree in law and holding -
  - (a) analogous post in the Central Government/State Government/High Court;
  - or
  - (b) posts with grade pay of ₹ 7600 with a minimum of five year regular service in the grade;
  - or
  - (c) posts with grade pay of ₹ 6600 with a minimum of ten years regular service;

or

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- (ii) Officers holding posts of District Judge / Additional District Judge / Registrar / Additional Registrar of High Court on regular basis.

**II JOINT REGISTRAR (01)**

Group 'A' (Gazetted) in the scale of pay of Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 7600). The selected Officer may be posted in a Bench where the vacancy would be available. One vacancy in the grade is presently available at Allahabad Bench of the Tribunal and one anticipated vacancy arising in Jabalpur Bench.

**Eligibility Criteria:-**

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

**III PRINCIPAL PRIVATE SECRETARY (01 Reserved for ST)**

Group 'A' (Gazetted) in the scale of Pay of Pay Band-3 ( ₹ 15600 - 39100 Plus Grade Pay ₹ 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 Chandigarh and Guwahati 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 regular basis in PB-3 ( ₹ 15600-39100/- plus grade Pay ₹ 6600).  
or
- (ii) Private Secretary with at least eight years combined regular service rendered in PB-2 with Grade Pay of ₹ 4800 and PB-3 with Grade Pay of ₹ 5400.

**IV COURT OFFICERS / SECTION OFFICERS (26) :-**

Group 'B' (Gazetted) in the scale of pay of Pay Band-2(₹ 9300-34800 Plus Grade Pay ₹ 4800). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Jabalpur, Jodhpur, Kolkata, Lucknow, Mumbai and Patna Benches of the Tribunal.

**Eligibility Criteria:-**

**Essential**

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

### Subordinate Courts:

- (i) (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 pay of Pay Band-2 (₹ 9300-34800 Plus Grade Pay of ₹ 4600);

and

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

### Desirable

- (i) Degree in Law.

### PRIVATE SECRETARY (14)

Group 'B' (Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4800). Selected Officers 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 Ahmedabad, Allahabad, Chennai, Cuttack, Guwahati, Jabalpur, Jaipur, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

### Eligibility Criteria:-

Officers holding the post of Stenographers in 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, ₹ 9300-34800/- with Grade Pay of ₹ 4600/-.

### VI ACCOUNTS OFFICER (10)

Group 'B' (Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers 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 Ahmedabad, Bengaluru, Chennai, Chandigarh, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jodhpur and Kolkata 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 ₹5500-9000/6500-10500 (Pre-revised)/₹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.

**VII COURT MASTER / STENOGRAPHER GRADE 'C' (15)**

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata, Lucknow and Mumbai Benches 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;  
or  
(ii) Eight years regular service in the Stenographer Grade in Pay Band-1 (₹ 5200-20200 with Grade Pay of ₹ 2400).

**VIII SENIOR TRANSLATOR (02)**

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers 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 Principal Bench (New Delhi) and Jabalpur Benches 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 parent cadre or department  
or  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200 or equivalent in the parent cadre or department;  
and  
(b) Master's degree of a recognised 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 recognised 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  
Recognised 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.

**IX JUNIOR ACCOUNTS OFFICER (08)**

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers 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 Principal Bench (New Delhi), Ahmedabad, Bengaluru, Kolkata and Patna Benches of the Tribunal.

**Eligibility Criteria:-**

- (i) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations;  
OR
- (ii) 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.

**X CARETAKER (09)**

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers 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 Principal Bench (New Delhi), Allahabad, Bengaluru, Chandigarh, Chennai, Jodhpur, Kolkata and Patna Benches of the Tribunal.

**Eligibility Criteria :-**



**Officers of Central Government**

- (a) (i) Holding analogous posts;  
or  
(ii) Holding the posts in pay band-1 with grade pay of ₹ 2400 with eight years regular service in the grade  
and  
b) Possessing a degree from 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 Govt. 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.

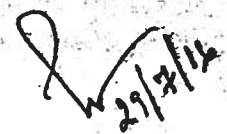
4 Number of vacancies and place of posting are subject to change.

5 The applications in the given proforma (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 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.



(Padma.T.)  
Principal 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 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/Autonomus) \_\_\_\_\_
- 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)

| 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) \_\_\_\_\_
- 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 :

Date:

Signature  
 Designation  
 Office seal: