



S.JAGANNADHAM  
REGISTRAR (VIGILANCE)

HYDERABAD,  
DT:06.12.2013

ROC.NO:7396/2013-B.SPL.

Sir/Madam,

SUB: **CENTRAL GOVERNMENT ADMINISTRATIVE TRIBUNAL** - Filling up of 04 posts of Registrars (OB) and 04 Posts of Joint Registrars in Central Administrative Tribunal on deputation basis for a period of one year - Willingness from eligible officers - Called for - Regarding.

REF: Circular No. PB/1/6/2010-Estt.I, dated:21-11-2013, from the Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi - 110 001.

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I am to state that the Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, in his Circular referred to above, informed that among the other posts, 04 posts of Registrars (OB) and the tentative place of availability of vacancy or its likelihood will be at Bombay, Patna, Eamnakulam and Madras Benches of the Tribunal and 04 posts of Joint Registrars and tentative place of availability of vacancy or its likelihood will be at Ahmedabad, Calcutta, Lucknow, Jaipur, Bangalore (likely) and Cuttak Benches of the Tribunal, and the eligible officers are likely to be fill up in the Central Administrative Tribunals on deputation basis for a period of one year likely to be extended or curtailed in administrative exigencies. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, has also mentioned that the maximum age limit for those appointments shall not exceed 56 years on the closing date of receipt of application and the number of vacancies and place of posting are subject to change. The copies of the said Circular along with the enclosures were placed in the High Court Web site i.e., <http://hc.ap.nic.in>.

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I am, therefore, directed, to request you to circulate the same among the Officers working in your District/ Unit and the Officers who were eligible may download the copy of Circular of the Registrar, Central Administrative Tribunal, Principal Bench, New Delhi, from the High Court's Web Site and submit their willingness applications, directly to the High Court, so as to reach the same on or before 20.12.2013 by SPEED POST or any other source.

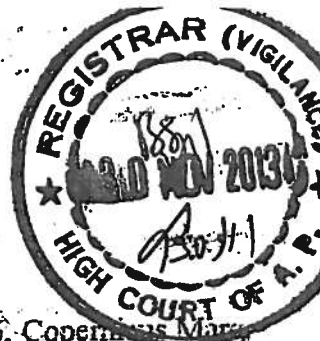
Yours faithfully

*S. Jagadevan*  
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, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.

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



61/35, Copernicus Marg,  
New Delhi -110 001.

Dated: 21/11/2013

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 for a period of one year likely to be extended or curtailed in administrative exigencies. 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. The employees of Central Administrative Tribunal are entitled for and may continue to retain General Pool Residential Accommodation as per extant rules. The name of posts, classification, likely place of posting, tenure, scale of pay and eligibility criteria for filling up of these posts on deputation basis are as under:-

**I REGISTRAR (OB) (04 Posts)**

Group 'A' (Gazetted) in the PB-4 Rs.37400-67000 Plus Grade Pay Rs.8700/-. The selected officer may be posted at any of the Bench where the vacancy would be available at the relevant time on deputation basis initially for the period of one year. However the tentative place of availability of vacancy or its likelihood will be at Bombay, Patna, Ernakulam and Madras Benches of the Tribunal.

**Eligibility Criteria:-**

Officers possessing a degree in law and holding

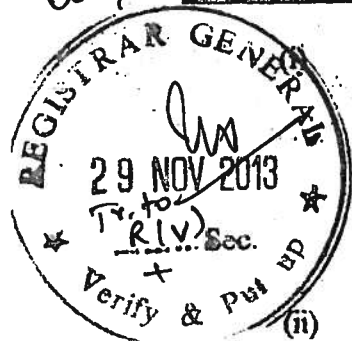
- analogous post in the Central Government/State Government/High Court; or
- posts with grade pay of Rs. 7600/- with a minimum of five years regular service in the grade; or
- posts with grade pay of Rs. 6600/- with a minimum of ten years regular service;

or

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

**II JOINT REGISTRAR (04 POSTS)**

Group 'A' (Gazetted) in PB-3 Rs. 15600-39100/- Plus Grade Pay Rs.7600/-. The selected officer may be posted at any of the Bench where the vacancy would be available at the relevant time on deputation basis initially for the period of one year. However the tentative place of availability of vacancy or its likelihood will be at Ahmedabad, Calcutta, Lucknow, Jaipur, Bangalore(likely) and Cuttack Benches of the Tribunal.



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Estt.

**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 a minimum of five years regular service in the grade pay of P.s. 6000/-  
(iii) Judicial Officers with minimum of eight years regular service

**III PRINCIPAL PRIVATE SECRETARY (02 One each reserved for SC & ST) :-**

Group 'A' (Gazetted) in the scale of pay of Rs.10000-325-15200/- (Revised PB-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 is presently available at Principal Bench, Allahabad, Cuttack, Chandigarh, Patna, Kolkata (likely) and Ahmedabad Benches of the Tribunal.

**Eligibility Criteria:-**

Officers holding-

- (a) Analogous posts in the Central Government/State Government/High Courts with atleast two years regular service in the grade of Principal Private Secretary in the scale of pay of Rs.10000-325-15200/- (Revised PB-3 Rs.15600-39100/- Plus Grade Pay Rs.6600/-).  
(b) Private Secretary with atleast eight years regular service in the scale of pay of Rs. 6500-200-10500/- Revised to Rs. 7500-250-12000/- (Revised PB-2 Rs. 9300-34800/- with grade Pay of Rs. 4800/- and PB-3 with grade Pay Rs. 5400/-).

**IV COURT OFFICERS/SECTION OFFICERS (19 posts) :-**

Group 'B' (Gazetted) in the scale of pay of Rs. 6500-200-10500/- revised to Rs. 7500-250-12000/- (Revised PB-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-) at the Principal Bench, Allahabad, Ahmedabad, Bangalore, Bombay, Calcutta, Chandigarh, Guwahati, Hyderabad, Jabalpur, Jaipur, Cuttack and Jodhpur Benches of the Tribunal on deputation basis initially for a period of one year.

**Eligibility Criteria:-**

**Essential:**

1. 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 Rs. 7450-225-11500/- (Revised PB-2 Rs. 9300-34800/- plus Grade Pay Rs. 4200/- or Rs. 4600/-) with 8 years regular service and  
b) Possessing the Degree of a recognized University or equivalent

**Desirable:** Degree in Law

- V **PRIVATE SECRETARY (17 posts) :-** Group 'B' (Gazetted) in the scale of pay of Rs.6500-200-10500/- revised to Rs. 7500-250-12000/- (Revised PB-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-). The selected officer may be posted at any of the Bench where the vacancy would be available at the relevant time on deputation basis initially for a period of one year. However the tentative place of availability of vacancy or its likelihood will be at Allahabad, Ahmedabad, Bangalore, Bombay, Calcutta, Ernakulam, Hyderabad, Jaipur, Jodhpur, Jabalpur, Madras and Patna Benches of CAT.

**Eligibility Criteria:-**

- (i) Private Secretaries with two years of regular service in the grade of Rs.6500-200-10500/-revised to Rs. 7500-250-12000/- (Revised PB-2 Rs. 9300-34800/- Plus grade Pay Rs. 4800/-) 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/- (Revised PB-2 Rs. 9300-34800/- plus Grade Pay Rs. 4200/- or persons holding analogous post in the grade of Rs. 5500-175-9000/- (Revised PB-2 Rs.9300-34800/- plus Grade Pay Rs. 4200/- with at least 3 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.

- VI **JUNIOR HINDI TRANSLATOR (15 POSTS) :-** Group 'B' (Non-Gazetted) post in the scale of pay of Pay Band-2 Rs. 9300-34800/- plus Grade Pay Rs. 4200/- at Allahabad, Ahmedabad, Bangalore, Bombay, Calcutta, Coimbatore, Ernakulam, Guwahati, Hyderabad, Madras, Patna and Principal Bench 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 (v) below  
OR
- (ii) Persons holding post in the scale of Rs. 5000-8000/- (Revised to PB-2 Rs. 9300-34800/- with Grade Pay of Rs. 4200/-) with 3 yrs. regular service in the grade or equivalent in the Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (v) below  
OR
- (iii) Persons having six years service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 4500-7000/- (Revised to PB-1 Rs. 5200-20200/- with grade Pay Rs. 2800/-) or equivalent in the Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (v) below  
OR
- (iv) Persons having ten years service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 4000-6000/- (Revised to PB-1 Rs. 5200-20200/- with grade Pay Rs. 2400/-) or equivalent in the Central/State Govt./High Courts and Subordinate Court thereto and possessing qualification and experience as under (v) below

(v) **Educational Qualification :-**

**Essential :-**

- (i) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as compulsory or elective subject or as a medium of examination at degree level.

OR

(ii) Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as compulsory or elective subject or as a medium of examination at degree level.

OR

(iii) Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects of either of two as a medium of examination and the other as compulsory or elective subject at degree level.

AND

(iv) 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 or State Government offices including Govt. of India Undertaking.

**Desirable :-**

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one on the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.
- (ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

**VII ACCOUNTS OFFICER (09 posts) :-** Group 'B' (Gazetted) in the scale of pay of Rs.7450-225-11500/- (Revised PB-2 9300-34800 plus Grade Pay Rs.4200/-) one each at Allahabad, Bangalore, Ernakulam, Jodhpur, Jabalpur, Madras, Mysore, Guwahati & Patna Benches of CAT 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.5500-9000/6500-10500/- (Revised PB-2 Rs.9300-34800 plus Grade Pay Rs.4200/-) with 8/5 years regular service respectively under C&AG, Defence A/Cs, F&T, Railways, A/Cs. Department.

**VIII JUNIOR ACCOUNTS OFFICER (03 posts) :-** Group 'B' (Non-Gazetted) in the scale of pay of Rs. 5500-175-9000/- (Revised PB-2 9300-34800 plus Grade Pay Rs.4200/-) one each at Patna, Hyderabad & Jaipur Bench on transfer on deputation basis initially for a period of one year.

**Eligibility Criteria:-**

- (i) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations; OR
- (ii) Assistants with 5 years of service in the scale of pay of Rs. 5500-175-9000/- (Revised PB-2 9300-34800 plus Grade Pay Rs.4200/-)/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.

**IX LIBRARY & INFORMATION ASSISTANT (02 posts) :-** Group 'B' (Non-Gazetted) Post in the scale of pay of Rs. 5500-175-9000/- (Revised Pay Band-2, 9300-34800 Plus Grade Pay Rs.4200/-) one each at Madras & Patna Bench on transfer on deputation basis initially for a period of one year.

**Eligibility Criteria:-**

Persons holding analogous posts in any Central/State Govt./High Courts and Courts subordinate thereto or in lower posts with at least 5 years regular service in the scale of Rs.4500-7000 (Revised) or equivalent and possessing qualification and experience as under :

**Essential:**

- (i) A Degree or equivalent from a recognized University or equivalent.
- (ii) A Bachelor's Degree in Library and Information Science from a recognized University or equivalent.
- (iii) 2 years experience in a responsible capacity in a library of standing.

**Desirable:**

- (iv) Master's Degree in Library & Information Science of recognized University or equivalent or Degree in Law.
- (v) Experience of Documentation in a responsible capacity.

**X COURT MASTER/STENOGRAPHER GRADE 'C' (15 posts) :-**

Group 'B' (Non-Gazetted) in the scale of pay of Rs.5500-175-9000/- revised to Rs. 7450-225-11500/- (Revised PB-2 Rs. 9300-34800/- Plus Grade Pay of Rs.4600/-) at Allahabad, Ahmedabad, Bangalore, Calcutta, Chandigarh, Jodhpur, Jaipur, Guwahati and Madras Bench 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/- revised to Rs. 7450-225-11500/- (Revised PB-2 Rs. 9300-34800/- Plus Grade Pay of Rs. 4200/- or Rs.4600/-) 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/- (Revised to PB-1 Rs. 5200-20200/- with Grade Pay Rs. 2400/-) and possessing a speed of 100 w.p.m. in shorthand and 30 w.p.m. in typewriting in English.

**XI STENOGRAPHER GRADE 'D' (09 posts) :-**

Group 'C' (Non-Gazetted) in the scale of pay of Rs.4000-100-6000/- (Revised PB-1 5200-20200/- plus Grade Pay 2400/-) at Principal Bench, Allahabad, Bangalore, Cuttack, Calcutta and Madras Benches of CAT 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/- (Revised to PB-1 Rs. 5200-20200/- with Grade Pay Rs. 2400/-) with 80 w.p.m. in shorthand and 30 w.p.m. in typewriting in English.

**XIII CARETAKER (04 post):-**

Group 'B' (Non-Gazetted) in the scale of pay of Rs. 5000-150-8000/- (PB-2) Rs. 9300-34800/- with Grade Pay Rs. 4200/-) one each at Principal, Bangalore, Chennai and Allahabad Bench of CAT on deputation basis initially for a period of one year.

**Eligibility Criteria:- Officers of the Central Government**

- (a) (i) holding analogous posts; or
- (ii) holding the posts of Upper Division Clerk with 5 yrs. regular service in the grade; or
- (iii) holding the posts of Lower division Clerk with 10 yrs. regular service in the grade; and
- (b) Possessing a degree from a recognized University or equivalent.

**Note:-**

1. 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.

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

2. 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.

3. 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 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.

(PADMA T.)  
REGISTRAR



**PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF \_\_\_\_\_**

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. Date of Birth \_\_\_\_\_

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  
with pre-revised scale of pay

(b) Pay Band, Grade Pay &  
Present Basic Pay: \_\_\_\_\_

8. Details of earlier depositions, if any \_\_\_\_\_

(a) Whether presently holding  
deputation post or not: \_\_\_\_\_

(b) If 'yes' please mention, Pay Band, \_\_\_\_\_

(c) Grade Pay & Present Basic Pay \_\_\_\_\_

9. Educational qualifications  
(including professional qualification)

S.No	Degree/ Diploma	Year	Subjects taken	University
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10. Brief Service particulars/  
experience details

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: