

F.NO.A-35017/ 27 /2003-AD.II  
Government of India  
Ministry of Finance and Company Affairs  
Department of Revenue

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New Delhi, the 2nd April , 2003

To

All the Chief Commissioner/ Director General  
Under CBEC.


Subject : Filling up the post of Registrar Group "A" Gazetted posts in the Central  
Administrative Tribunal(CAT) in the Various benches on deputation basis- - Reg.

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Sir,

I am directed to refer to the Vacancy circular no. PB/1/20/2000-Esstt. dated  
07.03.2003 on the above subject (copy enclosed) and to request that the names of the  
eligible and willing officers of IC&CES, may please be forwarded to the undersigned  
along with in the prescribed proforma latest by 17.04.2003.

Enclosure: As above

  
(K.KIPGEN)

UNDER SECRETARY TO THE GOVT. OF INDIA

Copy to : Technical Director , NIC for putting the Training circular in the Department's  
Website.

  
(K.KIPGEN)

UNDER SECRETARY TO THE GOVT. OF INDIA

Copernicus Marg  
New Delhi - 110001.  
Dated: 27/4 Mar, 03



C I R C U L A R

SUB : FILLING UP OF THE POST OF REGISTRAR, GROUP 'A' GAZETTED POSTS IN THE CENTRAL ADMINISTRATIVE TRIBUNAL, VARIOUS BENCHES ON DEPUTATION BASIS.

It is proposed to fill up the post of Registrar (Group 'A' Gazetted) in the scale of pay of Rs. 14,300-400-18,300/- in the Central Administrative Tribunal, Patna, Cuttack & Jabalpur Benches on transfer on deputation basis for a period of 3 years. The pay and allowances and other terms of deputation of the officers selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training O.M. No.2/29/91-Estt. (Pay-II) dated 5.1.94 as amended from time to time. The eligibility criteria for filling up these vacant posts on deputation basis are as under:-

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 in the scale of pay of Rs. 12000-375-16500/- with a minimum of five years regular service in that grade; or
  - (c) posts in the scale of pay of Rs. 10,000-325-15200 with a minimum of ten years regular service; or
- (ii) Officers holding posts of District Judge/Additional District Judge/Registrar/Additional Registrar of High Court.

Note: the period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

2. It is, accordingly, requested that the applications in the enclosed proforma (duly typed in double space) together with up-to-date C.R. Dossiers or attested photocopies thereof for the last 5 years of the eligible officers who are willing to be considered for the above post and could be spared immediately, may be forwarded to the Deputy Registrar(E), Central Administrative Tribunal, Principal Bench, 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 officer is clear from vigilance point of view and there is no disciplinary case pending/contemplated against him, may also be given at the bottom of the enclosed proforma.

*Handwritten notes:*  
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4. The department while forwarding applications may please ensure that the officers 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.

While forwarding the applications a certificate to the effect that no vigilance or departmental enquiry is pending or contemplated against the officials concerned, may be attached.

  
(GAUTAM RAY)  
PRINCIPAL REGISTRAR

Copy to :

1. Registrar/Dy.Registrars of all the Outlying Benches of the Central Administrative Tribunal.
2. All Ministries/Departments of Central Govt. of India.
3. Registrar, Delhi High Court, Sher Shah Suri Marg, New Delhi.
4. PPS to Hon'ble Chairman.
5. PS to Principal Registrar, Principal Bench, New Delhi.
6. All Deputy Registrars, P.B., N.Delhi.
7. All Section Officers/Court Officers
8. Notice Board.

PROFORMA FOR FURNISHING BIO-DATA

1. Name in full (BLOCK letters) :
2. Complete Postal Address :
  - (a) Residential Address with telephone number :
  - (b) Official Address with telephone number :
3. Parent's/Spouse's Name :
4. Date of Birth :
5. Service to which the officer belongs and date of entry in the Govt. service :
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 in the matter :
8. Scale of pay with break up of other allowances of 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 break up 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
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14. Brief service particulars (commencing from the latest) :

Sl. No.	Designation	Pay scale	Ministry/ Organi- sation	Period		Brief description of duties
				From	To	

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

(SIGNATURE OF OFFICER)

CERTIFICATE TO BE FURNISHED BY THE H.O.O.

- 1. Service particulars given above have been verified from the service record of the applicant and found correct.
- 2. Certified that no vigilance enquiry is pending or contemplated against that applicant.
- 3. He will be relieved of his duties to take up assignment in the Central Administrative Tribunal on his selection on deputation.

SIGNATURE \_\_\_\_\_  
DESIGNATION \_\_\_\_\_  
OFFICE SEAL \_\_\_\_\_

Place : \_\_\_\_\_  
Dated : \_\_\_\_\_