



सत्यमेव जयते

**OFFICE OF THE  
PR. CHIEF COMMISSIONER OF INCOME TAX  
A.P & TELANGANA**

10<sup>TH</sup> Floor, Income Tax Towers, AC Guards, Hyderabad-500 004,  
Tel./ Fax No. 040-23425474/23241427/23240403

F.No.Pr.CCIT/Circulation/2021-22

Date: 21.03.2022

**VACANCY CIRCULAR**

Sub: Filing up of the vacant posts in the Central Administrative Tribunal on deputation basis- reg.

Ref: CAT, Hyderabad Bench letter in No. CAT/HYD/Vacancy Circular/2011-Vol.I/38 dated 09.03.2022.

\*\*\*\*

Please find enclosed herewith the above referred letter received from Central Administrative Tribunal, Hyderabad Bench regarding filing up of the vacant posts in the Central Administrative Tribunal on deputation basis for circulation.

Yours faithfully,

  
(P.KRISHNA KUMAR)

Deputy Commissioner of Income Tax  
(HQrs)(Admn)  
O/o. Pr.CCIT, AP & TS, Hyderabad

Encl: As above

To,

All the Heads of Offices, AP & Telangana region.

To be uploaded on the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).



19342

केन्द्रीय प्रशासनिक अधिकरण

CENTRAL ADMINISTRATIVE TRIBUNAL

हैदराबाद न्यायपीठ

HYDERABAD BENCH



जनगणना से जन कल्याण



No.CAT/HYD/Vacancy Circular/2011-Vol.II/ACA

38

No.5-10-193, 1st Floor,  
MACA Bhavan, Saifabad,  
Hyderabad - 500 004.  
Tel No.: 23234674, 23240980  
Tel Fax : 040-23240049  
Email: regr.hyd-cat@gov.in

To  
The Principal Chief Commissioner of Income Tax,  
IT Towers, A.C. Guards,  
Hyderabad - 500 004.

Date: 09.03.2022

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

DC (Regd) (Adm)  
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Sir,

I am directed to enclose herewith a copy of Circular No.PB/1-6/2010-Estt.II(Vol.II)(Pt.) dated 19.01.2022 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- 110 001 on or before 08.04.2022** 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.

Yours faithfully,

(A.V.Lakshmi Narayan)  
Joint Registrar/HoO

Encl: As above.

Signature of Mohan - Controller



No. PB/1-6/2010-Estt.I(Vol.II)(Pt.)  
केन्द्रीय प्रशासनिक अधिकरण  
CENTRAL ADMINISTRATIVE TRIBUNAL  
प्रधान न्यायपीठ  
PRINCIPAL BENCH



जनगणना से जन कल्याण

फोन/Phone: 011- 23385097

ई.मेल /E-mail: [cat-delhi@nic.in](mailto:cat-delhi@nic.in)

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

दिनांक/Date: 19.01.2022

CIRCULAR

SUB : 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 three years which may 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 :-

1. REGISTRAR (05)

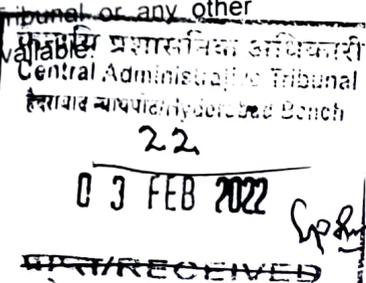
Group A (Gazetted) in the Level-13 of Pay Matrix (Pre-revised Pay Band-4 Rs.37400- 67000 Plus Grade Pay of Rs.8700) vacancies are presently available in Allahabad, Bengaluru, Chandigarh, Ernakulam, Hyderabad, Kolkata, Mumbai and Patna Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

Eligibility Criteria :-

- (i) Officers possessing a degree in law and holding :-
  - (a) Analogous post in the Central/State Government/High Court ;  
Or
  - (b) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.7600) with a minimum of five year regular service in the grade ;  
Or
  - (c) Posts with Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of ten year regular service in the grade;
- (ii) Officers holding the post of District Judge/ Additional District Judge/Registrar/Additional Registrar of High Court on regular basis.

2. JOINT REGISTRAR (05)

Group A (Gazetted) in the Level-12 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 - 39100 Plus Grade Pay of Rs.7600). Vacancies are presently available in Ahmedabad, Cuttack, Jodhpur, Lucknow, Jabalpur, Jammu and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.



Pl. Circulate to different offices.

Handwritten initials and signatures at the bottom of the page.

**Eligibility Criteria :-**

- (i) Officers possessing a degree in law and holding :-  
(a) Analogous post in the Central/State Government/High Court ;  
Or  
(d) Posts with Pre-revised Pay Band-3 (Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of five year regular service in the grade ;  
Or  
(ii) Judicial officer with minimum of eight year regular service.

**3. DEPUTY REGISTRAR (09)**

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600 – 39100 Plus Grade Pay of Rs.6600). Vacancies are presently available in Allahabad, Bengaluru, Kolkata, Chandigarh, Guwahati, Chennai, Mumbai, Jammu, Srinagar, Hyderabad, Jaipur and Principal Bench of the Tribunal at New Delhi or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

- (i) Officers of the Central Government/State Government/High Courts;  
(a) (i) holding analogous post on regular basis;  
Or  
(ii) with at least five years regular service in the grade pay of Rs. 5400/-  
Or  
(iii) with at least six years regular service in the grade pay of Rs. 4800/- or equivalent;  
and  
(b) Possessing a degree in Law from a recognized University or equivalent.

**4. PRINCIPAL PRIVATE SECRETARY (1)**

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancy is presently available in Ernakulam Bench of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

- (i) The Officers of the Central / State Government / High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.6600/-).  
Or  
(ii) Private Secretary with at least eight years combined regular service rendered in Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4800/-) and Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.5400/-).

**5. DEPUTY CONTROLLER OF ACCOUNTS (1):-**

Group A (Gazetted) in the Level-11 of Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100 Plus Grade Pay of Rs.6600/-) for Principal Bench of the Tribunal at New Delhi.

**Eligibility Criteria :-**

- (i) The Officers working as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts with minimum of 2 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts service.
- (ii) The Accounts Officer with minimum of 10 years service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts.

**6. COURT OFFICERS / SECTION OFFICERS (25) :-**

Group B (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-) for Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Hyderabad, Jodhpur, Kolkata, Lucknow, Mumbai, Jammu, Ernakulam, Patna and Srinagar Bench of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

**Essential:-**

Persons working under the Central / State Government / High Court / Subordinate Courts:-

- (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 Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4600/-).  
and

Possessing a Degree of a recognized University or equivalent.

**Desirable:-**

Degree in Law.

**7. PRIVATE SECRETARY (08) :-**

Group B (Gazetted) in the Level-8 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies are presently available in Allahabad, Bengaluru, Chennai, Ernakulam, Jabalpur, Jodhpur, Kolkata, Mumbai, Patna, Jammu, Lucknow and Srinagar Bench of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

Officers holding the post of Stenographers in the Central / State Government / High Courts –

- (a) Holding analogous post on regular basis ;  
Or
- (b) Six years of regular service in the scale of Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4600/-).

**8. ACCOUNTS OFFICER (02) :-**

Group "B" (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies are presently/likely to be available at Ernakulam and Patna Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**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 Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4200) with 8/5 years regular service respectively under C&AG, Defence A/Cs, P&T, Railway A/Cs Department.

**9. ASSISTANT LIBRARY AND INFORMATION OFFICER (03) :-**

Group B (Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band – 2 Rs.9300 – 34800 Plus Grade Pay Rs.4600) for Bengaluru, Jodhpur and Lucknow Benches of the Tribunal or any other Bench of the Tribunal where the vacancy at the time of selection will be available.

**Eligibility Criteria :-**

Officers under Central or State Government or High Courts and Courts subordinate thereto-

- (a) (i) holding analogous posts; or  
(ii) with at least five years regular service in the pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4200/-;  
and possessing the qualification and experience

**Essential: -**

- (i) A Bachelor Degree in Library Science or Library and Information Science from a recognised University or institute;
- (ii) two years' professional experience in a Library under Central or State Government or autonomous or statutory organisation or Public Sector Undertaking or University or recognised Research or Educational Institution

**Desirable: -**

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute.
- (ii) Diploma in Computer Application from a recognised University or Institute

**10. ASSISTANT SECTION OFFICER (03)**

Group 'B' (Non-Gazetted) in the Level-7 of Pay matrix (Pre-revised Pay Band -2 Rs. 9300-34800 Plus Grade Pay Rs. 4600/-). Vacancies are presently available in Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (i) Official possessing a degree from a recognized University and holding;  
(a) Analogous post on regular basis.  
OR  
(b) Senior Assistant (Upper Division Clerks) who have rendered not less than ten years service in the grade.

**11. COURT MASTER/ STENOGRAPHER GRADE 'C' (03) :-**

Group "B" (Non-Gazetted) in the Level-7 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4600). Vacancies are presently available in Jammu and Srinagar Bench 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
- (ii) with eight years regular service in the Stenographer Grade 'D' in Pre-Revised Pay Band-1 (Rs. 5200-20200 with Grade Pay of Rs. 2400/-)

**12 JUNIOR ACCOUNTS OFFICER (03) :-**

Group "B" (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies are presently available in Allahabad, Jaipur, Jammu and Srinagar Benches of the Tribunal.

**Eligibility Criteria :-**

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

Or

- (b) 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.

**13. CARETAKER (05)**

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies are presently available in Bengaluru, Chennai, Ernakulam, Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (i) Officers of the Central Government –
  - (a) Holding analogous post on regular basis;Or
  - (b) Holding the post in the scale of Pre-revised Pay Band-1 (Rs.5200-20200 Plus Grade Pay of Rs.2400) with eight years of regular service in the grade.

And

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

**14. LIBRARY AND INFORMATION ASSISTANT (02) :-**

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench of the Tribunal.

## Eligibility Criteria :-

Officers of the Central Government –

- (a)(i) holding analogous posts on regular basis; or
  - (ii) with six years regular service in the Pay Band-2 (Rs. 5200-20200/- Grade Pay of Rs. 2800/-;
- And
- (b) Possessing the qualification and experience as under:
    - (i) A Bachelor Degree in Library Science or Library and Information Science from a recognized University or Institute;
    - (ii) two years' professional experience in a Library under the Central or State Government or autonomous or statutory organization or Public Sector Undertaking or University or recognized Research and Educational Institution.

## Desirable:-

Diploma in Computer Application from a recognized University or Institute.

## 15. JUNIOR TRANSLATION OFFICER (02) :-

Group 'B' (Non-Gazetted) in the Level-6 of Pay Matrix (Pre-revised Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs.4200) one each for Jammu and Srinagar Bench 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 cadre or department; or
- (ii) with six years regular service in the pay band-2 with Grade Pay of Rs.2800/- in the parent cadre or department;

And

- (a) Possessing qualification and experience as under:

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level; or  
Master's degree of a recognized 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 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 the medium of examination and the other as a compulsory or elective subject at degree level;

And

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 Government or State Government offices including Government of India Undertaking.

**16. STENOGRAPHER GRADE 'D' (04) :-**

Group "C" (Non-Gazetted) in the Level-4 of Pay Matrix (Pre-revised Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.2400) two each for Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

Officials from the Central Government or State Government or High Courts;

- (i) holding the post of Stenographer Grade 'D' in the Pre-Revised Pay Band-I (Rs. 5200-20200 with Grade Pay of Rs. 2400/-) ;  
or
- (ii) holding the post of Lower Divisional Clerk or equivalent posts with at least two years service in the Pre-Revised Pay Band- I (Rs. 5200-20200 with Grade Pay of Rs. 1900/-) and possessing skill norms test as under:  
Dictation:- 10mts @ 80 W. p.m.  
Transcription: 65 mts. (English) 75 mts. (Hindi) (on manual Typewriter) or 50 mts. (English) and 65 mts. (Hindi) (on Computer)

**17. SENIOR ACCOUNTANT (11)**

Group 'C' (Non-Gazetted) in the Level-5 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 2800/-). Vacancies are presently available in Ahmedabad, Cuttack, Guwahati, Hyderabad, Jaipur, Jabalpur, Jodhpur, Lucknow, Jammu, Srinagar and Principal Bench (New Delhi) of the Tribunal.

**Eligibility Criteria :-**

- (i) Senior Accountant of Departmentalised Accounting Organisation/ Auditor of the Indian Audited Accounts Department. Senior Accountant of CGA Defence, P&T and Railways in that grade;  
OR
- (ii) Junior Accountant in the Departmentalised and Accounting service or under CGA Accounts Department of Defence, P&T or Railways or Auditor under CAG with a minimum of 5 years experience in the grade.

**18. JUNIOR ACCOUNTANT (04)**

Group 'C' (Non-Gazetted) in the Level-4 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 2400/-). Vacancies are presently/likely to be available in Allahabad, Bengaluru, Chandigarh, Chennai, Ernakulam, Kolkata, Mumbai, Patna and Principal Bench of the Tribunal.

**Eligibility Criteria :-**

- (i) Junior Accountant or Accountant experienced in the Departmentalised Accounting system under CGA, P&T Accounts, Defence and Railway Accounts or Auditor under CGA;  
Or
- (ii) UDC (Senior Assistant) in CSS or subordinate offices with Cash & Accounts training conducted by the ISTM.

**19. SENIOR ASSISTANT (08)**

Group 'C' (Non-Gazetted) in the Level-4 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 2400/-) for Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (a) persons holding analogous posts on regular basis in the Central Government or State Government or High Courts and Subordinate Courts thereto ;
- or
- (b) persons holding posts in Pre-revised pay band-1 with grade pay of Rs. 1900/- with eight years regular service in the Central Government or State Government or High Court and Subordinate Court thereto;

**20. JUNIOR ASSISTANT (07)**

Group 'C' (Non-Gazetted) in the Level-2 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1900/-) for Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (a) persons holding analogous posts on regular basis in the Central Government or State Government or High Courts and Subordinate Courts thereto ; or
- (b) persons holding posts in Pre-revised pay band-1 with grade pay of Rs. 1800/- with three years regular service in the Central Government or State Government or High Court and Subordinate Court thereto.

And

Possessing qualification:-

- (i) 12th Class pass or equivalent qualification from recognized Board or University; and
- (ii) A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (time allowed- 10 minutes)

**21. DESPATCH RIDER (02)**

Group 'C' (Non-Gazetted) in the Level-2 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1900/-) for Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (a) Group 'C' employees of the Central Government or State Government or Supreme Court or High Court and District Courts and Central Administrative Tribunal –
- (i) Holding the post in the scale of pre-revised Pay band-1 (Rs. 5200-20200 Plus Grade Pay Rs. 1800) on the basis of the result of a Driving Test to assess the competence to drive Motor Cycle or Auto Rickshaw.
- And
- (ii) Possessing qualification;
- (a) Possession of a valid Driving Licence for Motor Cycle or Auto Rickshaw.
- (b) Two years experience in driving Motor Cycle or Auto rickshaw
- (c) Pass in Matriculation or equivalent of any recognized Board or Institution.

For Ex-Servicemen on Deputation or re-employment ;

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment.

**22. MULTI TASKING STAFF (07)**

Group 'C' (Non-Gazetted) in the Level-1 of Pay matrix (Pre-revised Pay Band -1 Rs. 5200-20200 Plus Grade Pay Rs. 1800/-) for Jammu and Srinagar Bench of the Tribunal.

**Eligibility Criteria :-**

- (a) Group 'C' employees of the Central Government or State Government or Supreme Court or High Court and District Courts and Central Administrative Tribunal –
- (i) Holding the analogous post in Level-1 of the Pay Matrix (pre-revised Pay band-1 Rs. 5200-20200 Plus Grade Pay Rs. 1800) and having qualification as Matriculation or equivalent from a recognized University or Board
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 Government 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. The selected Officer may be posted in the Bench where the vacancy would be available at that relevant point of time.
5. The applications in the given proforma (duly typed in double space) together with attested copies of APAR/ACR 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 Joint Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110 001 within 45 days from the date of publication of the circular in the Employment News.
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. This Office will not be in a position to return any of the documents provided by the applicant/parent office of the applicant, irrespective of his/her selection.
9. The candidates who have already forwarded their application for appointment on deputation basis in response to this Office Circular of even number dated 31.10.2021 and 25.11.2021, need not send their application again.
10. 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.

  
(Sulabh Rastogi)  
Joint Registrar

**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 letter): \_\_\_\_\_
2. Name, Address and Contact No. of the Office where working : \_\_\_\_\_
3. Contact details of the applicant
  - a. Mobile No. : \_\_\_\_\_
  - b. Email id : \_\_\_\_\_
  - c. Landline No.: \_\_\_\_\_
  - d. Residential address: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Date of Retirement : \_\_\_\_\_
6. Sex (Male/Female) : \_\_\_\_\_
7. Present post held in Parent Department
  - a. Date : \_\_\_\_\_
  - b. Designation : \_\_\_\_\_
  - c. Nature of appointment(Adhoc/Regular) : \_\_\_\_\_
  - d. Pay scale of the substantive post : \_\_\_\_\_
  - e. Pay scale on grant of ACP/MACP or NFSG : \_\_\_\_\_
  - f. Brief nature of duties: \_\_\_\_\_
  - g. Details of service (Central Government/State Government/Others (pl. Specify): \_\_\_\_\_
8. Details of earlier deputation, if any
  - a. Whether presently holding deputation post (Yes/No) : \_\_\_\_\_
  - b. If yes, Please mention Name of Department, Designation, Pay Scale of the deputation post, Present Basic Pay drawn, Date from which on deputation and date of expiry of present term of deputation: \_\_\_\_\_
9. Brief Service Particulars in chronological orders from entry into Government service till date including deputation periods and financial upgradations, if any (As per following format)
 

Sl.No.	Department	Post held	Period		Pay Scale of the post		Brief nature of duties
			From	To	At the time of holding the post	Present	
10. Educational qualification in chronological order including professional qualifications (As per following format)
 

Sl. No.	Degree/Diploma	Year of Passing	Subject taken	Board/University
11. Category (Gen/SC/ST/OBC) : \_\_\_\_\_
12. Choice of Station : \_\_\_\_\_

**Certificate to be furnished by the Head of Office**

1. Service particulars of Shri/Smt. \_\_\_\_\_ furnished above have been verified from his/her service records and found correct.
2. Certified that no vigilance enquiry/Disciplinary proceeding is pending or contemplated against Shri/Smt. \_\_\_\_\_
3. Shri/Smt. \_\_\_\_\_ 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:**

**Name:**

**Designation:**

**Office Seal:**