

ADVERTISEMENT (NOTICE)

**Government of West Bengal
Finance Department**

No. 3381-F (H) dated: 15.09.2025

Subject: Notice seeking application for two (2) posts of Administrative Member in West Bengal Administrative Tribunal

Vacancy Circular in Form-I inviting application from qualified persons in the prescribed format in Annexure I along with duly filled in Annexure II & III certified by the competent authority to fill up the post of 02 (two) posts of Administrative Member in the West Bengal Administrative Tribunal has been published in the website of this Department: <https://finance.wb.gov.in>

Details of selection procedure, qualification, term of office and status of service along with format of application may be accessed from the Department website.

The duly filled in application in the prescribed format, complete in all respect, should be sent at the following address:-

**Additional Chief Secretary,
Finance Department, Government of West Bengal,
Nabanna (12th Floor), 325, Sarat Chatterjee Road,
Howrah-711 102 .**

The date of publication of the Advertisement is **16th September, 2025**.

The last date of receipt of application is **15th October, 2025 up to 5.00 p.m.** Applications received after the scheduled date/ time will not be considered.

Applicants are requested to super-scribe on the envelope containing the application as **"Application for post of Administrative Member, West Bengal Administrative Tribunal."**



**(Prabhat Kumar Mishra)
Additional Chief Secretary**

Form 1
(See rule 4)
[Format for vacancy circular including the format for application]

Government of West Bengal
Finance Department
Vacancy Circular

No. 3382-F(H) dated 15.09.2025

Subject : -Selection for 2(two) posts of Administrative Member in State Administrative Tribunal-Reg

1. **Tribunal** : The State Administrative Tribunal, West Bengal is an Appellate authority established under the Administrative Tribunals Act 1985 to hear appeals under the said Act, headquarter of the Tribunal is situated at Bikash Bhavan, Salt Lake, Kolkata-700091. A Member, upon selection, may be posted at the aforesaid place.

2. **Vacancy** : Applications are being invited for the following existing vacancies :

Post	Place	Date of Vacancy
Two posts of Administrative Member, State Administrative Tribunal, West Bengal	Bikash Bhavan, Salt Lake, Kolkata-700 091	24.12.2021
		09.09.2025

3. **Qualification** :- The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021.

4. **Procedure for selection** :- The Search-Cum-Selection Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said post shall scrutinise the applications with respect to suitability of application for the posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

5. **Application Procedure**: Applications of eligible and willing officers are requested through proper channel (wherever applicable) and are accompanied with (i) bio-data in the Proforma at Annexure-I (ii) Certificate to be furnished by the employer/head of office/forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years duly

attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by **16th October, 2025 (5 PM)** :-

Office of the Additional Chief Secretary, Government of West Bengal, Finance Department, Nabanna (12th Floor), 325, Sarat Chatterjee Road, Howrah-711 102.

Applicants can log on to <https://finance.wb.gov.in> to access prescribed Application Form in Annexure-I along with Annexure-II & III.

6. No TA/DA will be admissible to the candidates to be called for interview/ interaction. The candidates are required to make own arrangements.
7. Advertisement and Prescribed application form can be downloaded from website: <https://finance.wb.gov.in>
8. Any application received after due date/ without necessary Annexure as mentioned above will not be entertained.



(Prabhat Kumar Mishra)

Additional Chief Secretary

PROFORMA

Space for
photograph duly
signed by candidate

1. Name :
2. Date of Birth:
3. Category (SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details :

	Residential		Official
Address	Present	Permanent	
Mobile /Phone No.			
Email :			

6. Cadre/Service [Wherever applicable]:
7. Educational qualification (in reverse chronological order):

Sl.No.	Name of University/Equivalent Institution	Degree	Year of passing	Division/ %of marks obtained	Academic Distinction	Subject /Specialization

8. Work experience :

8A. For the experience as employee, employment record in chronological order starting with present employment, list in reverse:

Sl. No	Name & Address of employer(Govt./PSU/Ministry/ Department/ any other)	Designation, Pay or Scale of Pay(Pay in Pay Matrix)*	Period of Service		Nature of work / Experience
			From	To	

*Also indicate Sl.No.in above, which is equivalent to Additional Secretary/District Judge/Additional district Judge/Major General (as applicable under the qualification) or above

8B. For the experience as Professional record in chronological order starting with present engagement, list in reverse:

Sl.No	Details of Profession	Period of Service		Nature of work done*
		From	To	

*Such as Administration/ Service matters /Judicial or Quasi-Judicial / Criminal / Civil / Taxation/ Company Affairs / Environmental matters/ Finance Accountancy/ Economics / Business/ Commerce/ Management / Public Affairs or any other as may be applicable. Engagement with government, if any, may be indicated.

9. Date from which drawing the pay scale:
in the grade of Additional Secretary/
District Judge/Additional District Judge/
Major General to the Government of India
or any equivalent rank (wherever applicable).

10. Write up on adjudicating experience :
of the applicant (200 words)
[Wherever applicable]

11. Experience along with brief write up in handling: Details of such cases
Cases before relevant Courts/Tribunals/ (Reported Cases/Unreported Cases)
[if applicable]

12. Proof of Experience, including
Enrolment/Registration No. as an Advocate/CA etc. :
[For candidates other than Govt. or Judicial Officers]
13. Annual Income along with copy of
latest ITR [For Candidates other than Govt. or Judicial Officers]
14. Write up on 05 major achievement :
(200 words each)
15. Awards/honours/Publications, if any :
16. Affiliation with the professional bodies/
Institutions/societies / or any other body
Including political party.
17. Additional information, if any, which :
You would like to mention in support
of the application for the post.

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed /distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the conditions mentioned at Sl. No. 2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place:

Date:

Signature of the candidate

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING
AUTHORITY**

1. Certified that the particular furnished by Shri/Smt./Kum.....are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt./Kum. during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APAR of last years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum is enclosed herewith.

Seal & Signature of the cadre controlling Authority

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which that officer belongs
Including batch/year/cadre etc. where applicable :
7. Positions held (During ten preceding years) :

Sl.No.	Organisation (name in full)	Designation & Place of Posting	Administrative/Nodal Ministry/Department concerned (in case of officers of PSUs etc.)	From	To

8. Whether the officer has been placed on the agreed list or list of Officer of Doubtful Integrity (if yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*). :
10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of penalty(*) :
11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date (if so, details to be furnished, including reference number, if any of the Commission). :
12. Is any action contemplated against the Officer as on date (if so, details to be furnished (*))
(*)If vigilance clearance had been obtained from the commission in the past, the information may be provided for the period thereafter :

Date:

(NAME AND SIGNATURE)