

## ADVERTISEMENT (NOTICE)

Government of West Bengal  
Finance Department

No. 3342 -F(H) Dated: 18 /05/2023

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 02 (two) posts of Judicial Member and 01 (one) post of Administrative Member in the West Bengal Administrative Tribunal has been published in the website of this department: [www.wbfin.nic.in](http://www.wbfin.nic.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 (12<sup>th</sup> Floor), 325, Sarat Chatterjee Road,  
Howrah-711 102 .**

The last date of receipt of application is **5<sup>th</sup> July, 2023 up to 5.30 p.m.**  
Application received after the scheduled date will not be considered.

Applicants are requested to super-scribe on the envelope containing the application as "Application for post of Judicial / Administrative Member (whichever is applicable), West Bengal Administrative Tribunal."

  
(Manoj Paul)  
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. 3343-F(H) dated 18/ 05 /2023

Subject : -**Selection for the posts of the two Judicial Member and one 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 and anticipated vacancies :

Post	Place	Date of Vacancy
Two posts of Judicial Member, State Administrative Tribunal, West Bengal	Bikash Bhavan, Salt Lake, Kolkata-700 091	16.10.2020
		21.11.2022
One post of Administrative Member, State Administrative Tribunal, West Bengal	Bikash Bhavan, Salt Lake, Kolkata-700 091	27.12.2020

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 5<sup>th</sup> July 2023 up to 5.30 pm :-

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

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

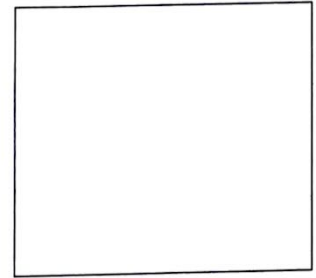
6. No TA/DA will be admissible to the candidates to be called for interview/ interaction. The candidates are required to make own arrangements.
7. Advertisement and Prescribed application form can be downloaded from website: <https://wbfin.nic.in>.
8. Any application received after due date/ without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



( Manoj Pant )

Additional Chief Secretary

**PROFORMA**



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

	Residential		Official
	Present	Permanent	
Address			
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:

\*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 (where applicable).

10. Write up on adjudicating experience :  
of the applicant (200 words)  
[Where 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. ....
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. Where the officer has been placed on the agreed list or list of Officer of Doubtful Integrity (if yes, details to be given) :
9. Where any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (\*).
10. Where 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)