

**2016**  
**IN THE HIGH COURT AT CALCUTTA**  
**APPELLATE SIDE**

**No. 4344 – A**

**Dated, Calcutta, the 13<sup>th</sup> September, 2016**

**From : Shri Subhasis Dasgupta,  
Registrar (Judicial Service),  
High Court, Appellate Side,  
Calcutta.**

**To :**

- 1) The District Judge of all Districts  
including Andaman & Nicobar Islands,**
- 2) The Chief Judge, City Civil Court, Calcutta,**
- 3) The Chief Judge, City Sessions Court, Calcutta,**
- 4) The Chief Judge, Presidency Small Causes Court, Calcutta,**
- 5) The Secretary, Judicial Department, Govt. of West Bengal,**
- 6) Members of the Registry, The Hon'ble High Court,**
- 7) Director, West Bengal Judicial Academy.**

**Sub. : Filling up of the post of Registrar and Joint Registrar in Central  
Administrative Tribunal on deputation basis.**

*Sir,*

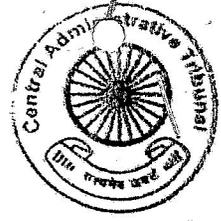
With reference to the subject captioned above, I am directed to inform that a Vacancy circular bearing No. PB/1/6/2010/Estt.-I/Vol II dated 29.07.2016 as received from the Central Administrative Tribunal, Principal Bench, has been **uploaded** in the website of the Hon'ble Court for information of all the Judicial Officers fulfilling the requisite eligibility criteria for the posts of **Registrar (01)** and **Joint Registrar (01)** (under Sl.No. I & II) in Central Administrative Tribunal.

I am to request you to inform the eligible and willing officers to visit the website and download the contents and to forward the filled in application (in prescribed format) along with requisites, if any sought for, so as to reach this court on or before **20<sup>th</sup> September, 2016** positively.

Yours faithfully,

**Sd/-**

**Registrar (Judicial Service)**



21A  
47 6710  
No. PB/1/6/2010/Estt.-I/Vol II  
केन्द्रीय प्रशासनिक अधिकरण  
Central Administrative Tribunal  
प्रधान न्यायपीठ  
Principal Bench

फोन/Phone: 011- 23385097

फैक्स/Fax: 011-23387713

ई.मेल /E-mail: cat-delhi@nic.in

61/35, कॉपरनिकस मार्ग

61/35, Copernicus Marg.

नई दिल्ली-110001

New Delhi - 110001

दिनांक/Date: 29.07.2016

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 initially for a period of one year which is likely to 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:-

I REGISTRAR (01)

Group 'A' (Gazetted) in the scale of pay of Pay Band-4 ( ₹ 37400-67000 Plus Grade Pay ₹ 8700). The tenure of deputation would be for a period of three years. The selected Officer may be posted in a Bench where the vacancy would be available. The vacancies in the grade are presently available at Allahabad, Bengaluru, Chennai and Kolkata Benches of the Tribunal.

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 grade pay of ₹ 7600 with a minimum of five year regular service in the grade;
  - or
  - (c) posts with grade pay of ₹ 6600 with a minimum of ten years regular service;

or

Ld. Regr (JS)  
DR (Admin)

1/07  
09/06

Sunil / Sonnik  
Raj

07/9/16

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

## II JOINT REGISTRAR (01)

Group 'A' (Gazetted) in the scale of pay of Pay Band-3 (₹ 15600- 39100 Plus Grade Pay of ₹ 7600). The selected Officer may be posted in a Bench where the vacancy would be available. One vacancy in the grade is presently available at Allahabad Bench of the Tribunal and one anticipated vacancy arising in Jabalpur Bench.

### 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 grade pay of ₹6600/- with a minimum of five year regular service in the grade;
- (ii) Judicial officer with minimum of eight years regular service.

## III PRINCIPAL PRIVATE SECRETARY (01 Reserved for ST)

Group 'A' (Gazetted) in the scale of Pay of Pay Band-3 ( ₹ 15600 - 39100 Plus Grade Pay ₹ 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 are presently available at Chandigarh and Guwahati Benches of the Tribunal.

### Eligibility Criteria:-

- (i) The Officers of the Central Government / State Government / High Courts holding analogous posts of Principal Private Secretary on regular basis in PB-3 ( ₹ 15600-39100/- plus grade Pay ₹ 6600).  
or  
(ii) Private Secretary with at least eight years combined regular service rendered in PB-2 with Grade Pay of ₹ 4800 and PB-3 with Grade Pay of ₹ 5400.

## IV COURT OFFICERS / SECTION OFFICERS (26) :-

Group 'B' (Gazetted) in the scale of pay of Pay Band-2(₹ 9300-34800 Plus Grade Pay ₹ 4800). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Cuttack, Jabalpur, Jodhpur, Kolkata, Lucknow, Mumbai and Patna Benches of the Tribunal.

### Eligibility Criteria:-

#### Essential

Persons working under the Central Government / State Governments / High Courts /

ate Courts;

- (a) Holding an analogous post on regular basis;  
or  
(b) Eight years of regular service in the posts of Assistant or equivalent in the scale of pay of Pay Band-2 (₹ 9300-34800 Plus Grade Pay of ₹ 4600).

and

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

Desirable

- (i) Degree in Law.

**V PRIVATE SECRETARY (14)**

Group 'B' (Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4800). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Ahmedabad, Allahabad, Chennai, Cuttack, Guwahati, Jabalpur, Jaipur, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

Eligibility Criteria:-

Officers holding the post of Stenographers in the Central Govt. or State Govt. or High Courts:-

- (i) Holding analogous posts on regular basis;  
or  
(ii) Six years of regular service in the Pay Band-2, ₹ 9300-34800/- with Grade Pay of ₹4600/-.

**VI ACCOUNTS OFFICER (10)**

Group 'B' (Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Ahmedabad, Bengaluru, Chennai, Chandigarh, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jodhpur and Kolkata Benches of the Tribunal.

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

(VII) Junior Accounts Officer/Accounts Audit Officers or equivalent in the scale of ₹5500-9000/6500-10500 (Pre-revised)/₹9300-34800 plus Grade Pay ₹4200 (PB-2 (revised) with 8/5 years regular service respectively under C&A, Defence A/Cs, P&T, Railways, A/Cs. Department.

#### VII COURT MASTER / STENOGRAPHER GRADE 'C' (15)

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata, Lucknow and Mumbai Benches 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;
- or
- (ii) Eight years regular service in the Stenographer Grade in Pay Band-1 (₹ 5200-20200 with Grade Pay of ₹ 2400).

#### VIII SENIOR TRANSLATOR (02)

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4600). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench (New Delhi) and Jabalpur Benches 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 parent cadre or department

or

- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200 or equivalent in the parent cadre or department;

and

- (b) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

- Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the

ee level;

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 the degree level;

or

Master's degree of a recognised 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 recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

and

Recognised diploma or certificate course in translation from Hindi to English and viceversa or three years experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices.

#### IX JUNIOR ACCOUNTS OFFICER (06)

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench (New Delhi), Ahmedabad, Bengaluru, Kolkata and Patna Benches of the Tribunal.

#### Eligibility Criteria:-

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

#### X CARETAKER (09)

Group 'B' (Non-Gazetted) in the scale of pay of Pay Band-2 (₹ 9300- 34800 Plus Grade Pay ₹ 4200). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench (New Delhi), Allahabad, Bengaluru, Chandigarh, Chennai, Jodhpur, Kolkata and Patna Benches of the Tribunal.

#### Eligibility Criteria :-

Officers of Central Government

- (a) (i) Holding analogous posts;  
or  
(ii) Holding the posts in pay band-1 with grade pay of ₹ 2400 with 5 years regular service in the grade  
and  
b) Possessing a degree from a recognized University or equivalent.

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 Govt. 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.

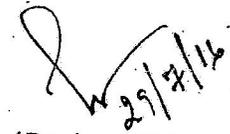
4 Number of vacancies and place of posting are subject to change.

5 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.

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 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.



(Padma T.)  
Principal Registrar

**FURNISHING BIO-DATA FOR THE POST OF \_\_\_\_\_**  
 (To be typed in double space on single side)  
 the Applicant (In Block letters):

Address and Contact No of the office where working at \_\_\_\_\_  
 ent \_\_\_\_\_

Contact Details of the applicant  
 a) Mobile No. \_\_\_\_\_  
 b) E-Mail ID \_\_\_\_\_  
 c) Landline No. \_\_\_\_\_  
 d) Residential Address. \_\_\_\_\_

04. Date Of Birth: \_\_\_\_\_
05. Sex (Male/Female) \_\_\_\_\_
06. Date of Entry into the Govt. Service and Service to which the applicant belongs (Central/State/Autonomus) \_\_\_\_\_
07. Present post held:  
 a) Date of appointment in the Present post Mention adhoc & regular periods separately \_\_\_\_\_  
 b) Pay Band, Grade Pay & Present Basic Pay: \_\_\_\_\_
08. Details of earlier deputations, if any  
 a) Whether presently holding deputation post or not: \_\_\_\_\_  
 b) If 'yes' please mention, Pay Band, Grade Pay & Present Basic Pay : \_\_\_\_\_
09. Educational qualifications in chronological order (including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University
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10. Brief Service particulars/ experience details (Give complete detail in chronological order by indicating Pre-revised & Revised scale of the post held) \_\_\_\_\_
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. The officer/official 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  
 Designation  
 Office seal: