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संयुक्त सचिव
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Joint Secretary
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भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK NEW DELHI-110001

No. A.11013/6/2017-AT

01st February, 2018

Sir / Madam

Applications are invited from eligible officers for filling up eight (08) vacancies of Administrative Members in the Central Administrative Tribunal (CAT) arising during the year 2018. However, the vacancies are liable to vary due to various exigencies.

2. The Administrative Tribunals Act, 1985 was amended by the Finance Act, 2017 (No. 7 of 20017). As per the provisions of Section 184 of the Finance Act, 2017, new rules namely "the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017" was notified on 1st June, 2017. Rule 9 of the said Rules and schedule attached thereto provides that:

A Member shall hold office as such for a term of three years from the date on which he / she enters upon his office and shall be eligible for reappointment:

Provided that no Member shall hold office as such after he has attained the age of sixty-five years. एक कदम स्वच्छता की ओर

The terms and conditions of service of Members shall be governed by the provisions of "the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017".

3. Regarding the eligibility conditions, rule 3 of the Tribunal, Appellate Tribunal and other Authorities (Qualifications, Experience and other Conditions of Service of Members) Rules, 2017 and schedule attached thereto, provides that-

A person shall not be qualified for appointment as an Administrative Member, unless he,

- (i) has, for at least one year, held the post of Secretary to the Government of India or any other post under the Central Government or a State Government and carrying the scale of pay which is not less than that of a Secretary to the Government of India for at least one year; or

- (ii) has, for at least two years, held a post of Additional Secretary to the Government of India, or any other post under the Central or State Government carrying the scale of pay which is not less than that of Additional Secretary to the Government of India at least for a period of two years:

Provided that the officers belonging to All-India services who were or are on Central Deputation to a lower post shall be deemed to have held the post of Secretary or Additional Secretary, as the case may be, from the date such officers were granted pro-forma promotion or actual promotion whichever is earlier to the level of Secretary or Additional Secretary, as the case may be, and the period spent on Central deputation after such date shall count for qualifying service for the purposes of this clause;"

4. It is requested that this circular be given wide publicity and names of such eligible officers possessing high integrity and character, who are willing to be considered for the post of Administrative Member in the Central Administrative Tribunal may be forwarded along with their applications / bio-data in the prescribed Pro-forma (**attached**). While forwarding the application (s), it may be certified that the applicant fulfils the eligibility criteria as prescribed under the Act / Rules. The candidates may indicate their availability to join the Tribunal vide para 12 of the **Annexure** attached. While forwarding the applications, the following points may be kept in mind:-

- (i) Quasi-judicial experience with knowledge and experience in dealing with service matters and laws would be essential.
- (ii) It should be ensured and stated that the officer (s) is / are clear from vigilance angle. In case any penalty had been imposed in the past against any officer under the relevant Service Rules, the details of the same may also be furnished.
- (iii) The Cadre Controlling Authority while forwarding the applications may clearly indicate with dates that the officer fulfils the eligibility criterion i.e. held the post of Secretary for one year / Additional Secretary for two years as mentioned in para 3 above.
- (iv) Original ACR / APAR dossiers, failing which certified copies of ACR / APAR grading for the last ten years in respect of applicants, may also be sent positively along with the applications.
- (v) Interested officers may also send advance copies of their applications by **Speed Post or by hand**. However, **advance copies of the applications would be considered only if the actual applications (to be sent by speed post or by hand) are received later with all the above necessary requirements from the cadre controlling authorities.**

5. Retired officers may send their applications directly.

6. The duly filled-in (neatly typed) original applications in the prescribed format should reach the Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 by 05.30 P.M. on or before **25th March, 2018 (by hand or by speed post)**. **Applications received after closing date of receipt of application will not be considered.** This Department will not be responsible for the postal delay / loss of application, for the reasons whatsoever. It is therefore, in the interest of the applicants to ensure that their applications reach well within the closing date and time as stipulated.

7. The appointment of Members in the Central Administrative Tribunal shall carry All India transfer liability. The selected persons are liable to be posted to any place having a Bench of the Central Administrative Tribunal depending on the availability of the vacancies / exigencies of work and as decided by the Competent Authority.

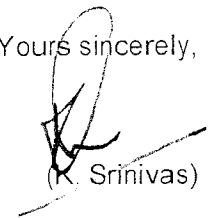
8. The designated Committee may prepare a list of waitlisted panel to meet any exigencies like the selected candidate not joining, vacancies arising in 2018 due to resignation, vacancies carried forward from previous years etc. The waitlisted panel will remain valid upto six months from the date the panel is prepared by the designated Committee. However, the Government of India reserves the right to extend the validity of the panel.

9. It is also clarified that persons selected for appointment will have to join within thirty (30) days from the date of issue of appointment order failing the which appointment will be cancelled and the candidate will be liable to be debarred for a period of three years in terms of extant guidelines of the Department.

10. It is in their own interest that the candidates should go through the Administrative Tribunal Act, 1985 and it's amendment from time to time regarding eligibility, service conditions etc. before applying. It may also be noted that subsequent amendment, if any, to this notice , will be posted in DoPT website (persmin.gov.in / persmin.nic.in) only.

With regards,

Yours sincerely,



(K. Srinivas)

To

1. Secretaries to Government of India
2. Chief Secretaries of States / UTs.
3. Cadre Controlling Authorities as per list.
4. Chairman, Central Administrative Tribunal, Copernicus Marg, New Delhi.

Copy to: NIC with request to upload in DoPT website.

**PARTICULARS / BIO-DATA FOR THE POST OF ADMINISTRATIVE MEMBER IN
CENTRAL ADMINISTRATIVE TRIBUNAL**

1. Name:
2. Date of Birth:
3. Educational Qualifications beyond 10+2:
4. Whether the candidate is (*Strike out whichever is not applicable)
 - (a) A Member of All India Service, or
 - (b) A Member of any Central Service, or
 - (c) A Member of Indian Legal Service, or
 - (d) A Member of any State Service, or
 - (e) Any other service (Please indicate name/details)
 - (a) In the case of an All India Service please indicate the name of Service, concerned cadre and the year of allotment:
 - (b) In the case of Central Services, the name of the service and year of allotment, along with the date from which in Grade 1 or Group A or Class 1 as the case may be:
 - (c) In the case of Indian Legal Service, the name of the service and year of allotment, along with the date from which in Grade I or Group A or Class I as the case may be:
 - (d) In the case of any State Service, the name of the state, service and the date from which the candidate is in Grade 1 or Group A or Class 1 as the case may be:
5. Date of Superannuation:
6. Pay Scale (Present / Last):
7. Designation of Present / Last Post held:
8. (a) Office Address & Telephone Number:
 - (b) Residential Address & Telephone Number:
 - (c) Correspondence Address (along with Mobile Number and Email ID):

9. Details of post held (indicated below) qualifying for appointment as Administrative Member
 (* Strike out whichever is not applicable)

- (a) at least for one year held the post of a Secretary to the Government of India or its equivalent (specify period), or
- (b) at least for two years, held the post of an Additional Secretary to the Government of India or its equivalent (specify period), or
- (c) at least for two years, held the post of a Secretary and Additional Secretary to the Government of India, or its equivalent, taken together, (specify period separately).

(In the case of All India Service, whether any period, mentioned above, covered by pro-forma promotion. If so, details thereof and attach a copy of the order)

10. The details of Post(s) held since joining service (including pro-forma promotion, if any) may please be indicated in the descending order i.e. from higher post to the lower one, in the following pro-forma:

(The details of personnel and quasi-judicial experience must be indicated in column 7)

S.No	Post held	Empanelment as Secretary / Additional Secretary (year)	Pay scale	Period		Level (Secretary to the Govt of India / Additional Secretary to the Govt of India / Secretary Level / Additional Secretary level) (Write wherever applicable)	Experience*		
				From	To		Quasi-judicial (details thereof)	If related to service / personnel matters (details thereof)	others
1	2	3	4	5	6	7	8	9	

*The experience related to quasi judicial or service / personnel matters be given post wise with actual number of month (s) / year (s) and separately in respective columns 6 or 7.

11. Indicate special achievement during last 10 years (separate sheet may be attached for indicating special achievement – in not more than 150 words).

12. When the officer will be available for joining the Tribunal, if selected (Indicate month of the year 2018):

The information furnished above is correct to the best of my knowledge and belief and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or mis-represented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

(SIGNATURE)

(NAME IN CAPITAL.....)

Place:

Date: