

F.No.2(Estt.)/ATFP/94
Government of India
Ministry of Finance, Department of Revenue
Appellate Tribunal
4th Floor, Loknayak Bhawan, Khan Market
New Delhi-110003

CIRCULAR

Dated: 12-09-2016

Sub:- Filling up various posts in the Appellate Tribunal, Department of Revenue, Ministry of Finance, New Delhi.

The undersigned is directed to say that the Appellate Tribunal intends to fill up following posts on Promotion/deputation/Absorption basis. The details of the vacancies and eligibility criteria are given below:

Sl. No.	Nme of the Post, Classification & Pay-Scale	Classifi cation of Post	Pay-Scale	Mode of Selection	Eligibility
1.	Private Secretary (03 Post)	Gr-'B' Gazttd	PB-2: 9300-34800 GP-4600	Deputation	Officer under the Central Government (i) Holding analogous posts of Stenographer oar regular basis in the parent cadre department; or (ii) with three (03) years' regular service in the grade rendered after appointment thereto on a regular basis in the Stenographers Grade in the pre-revised scale of pay of Rs.5500-9000 or eqvt. In the parent cadre or department.
2.	Superintendent (02 Post)	Gr-'B' Non-Gazttd	PB-2: 9300-34800 GP-4600	Promotion/ Deputation	Officer under the Central Government (i) Holding analogous posts; or (ii) with 03 years' service in posts in the scale of Rs.5500-175-9000 in the same cadre or department or eqvt; or (iii) with 08 years' service in posts in the scale of Rs.5000-150-8000 or eqvt in the same cadre or department; and (b) possessing experience of administration, establish and accounts work; (2) The Departmental Assistant with 08 years' regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.
3.	Assistant (02 Post)	Gr-'C' Non-Gazttd	PB-2: 9300-34800 GP-4200	Deputation/ Absorption	(i) Assistant of the Central Secretariat Service/Assistant of the various Directorates under the Central Board of Direct Taxes. (ii) Upper Division Clerks of the Central Secretariat Services/Upper Division Clerks of the Income Tax Department and various Directorates under the Central Boards or Direct Taxes with five year's regular service in the grade (Period of deputation shall ordinarily not exceed three years).
4.	Steno-II/PA (01 Post)	Gr-'C' Non-Gazttd	PB-2: 9300-34800 GP-4200	Deputation/ Absorption	(a) Stenographers of the Central Secretariat Stenographers service Grade-d with five year's service. (b) Stenographers Ordinary Grade of the Income Tax Department with five years' regular service.
5.	Court Master (02 Post)	Gr-'C' Non-Gazttd	PB-1: 5200-20200 GP-2800	Deputation	(i) Court Master of Tribunals or Commissions under the Central Govt. in the same grade; or (ii) Upper Division Clerks of the Central Secretariat Clerical Services or Tribunals or Commissions under Central Govt. With five years regular service in the grade.
6.	Upper Division Clerk (02 Post)	Gr-'C' Non-Gazttd	PB-1: 5200-20200 GP-2400	Deputation/ Absorption	(i) Upper Division Clerk of Central Secretariat Clerical Service/Income Tax Department and various Directorate of Central Board of Direct Taxes. (ii) Lower Division Clerks of the Central Secretariat Clerical services/Directorate under CBDT with eight years' regular service in the grade.

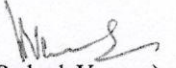
2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (03) years. However, the period of Deputation may be curtailed depending upon performance of the officer as well as he organizational requirement.

Cont...

3. The willing and eligible officers should send their application for the post in the enclosed format (Annexure-I) through their cadre controlling authority, addressed to the **Registrar, Appellate Tribunal, 4th Floor, 'A' Wing, Lok Nayak Bhawan, Khan Market, New Delhi, within 45 days from the date of publishing of this circular in the Employment News.** The vacancy circular and proforma may also be downloaded from the Department of Revenue's website <http://www.dor.gov.in/vacvancies> circular or can be obtained from this office in any working day.

4. The pay & allowances and the terms and condition on deputation will be regulated in accordance with the DOPT O.M.6/8/2009-Estt.(Pay-II) dated 17.06.2010 or any other orders issued further in this regard.

5. The Cadre Controlling Authority, while forwarding the application must enclose the following documents with prescribed proforma and ensure that the applicant fulfils all the eligibility condition specified above and also verify the particulars furnished by the applicants, before granting cadre clearance-(i) Photocopies of ACRs of last five years dully attested by an officer not below the rank of Under Secretary.(ii) Integrity Certificate (iii) Vigilance Clearance Certificate (iv) Major/Minor Penalty Statement for the last 10 years.


(Ved Prakash Vearma)
Registrar

Tele-01124615488/24699426

1. All the Ministries/Department under the Central Government.
- ✓ 2. Under Secretary(CA Cell), North Block, New Delhi- For information and with a request to upload the above circular on the above circular on the official website of Dept. of Revenue under intimation of this Office.
3. Notice Board.

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PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement
4. Educational Qualification
5. Whether educational and other qualification/
Experiences required for the post are
Satisfied

Sl. No.	Qualifications/Experience required	Qualifications/Experience possessed by the Candidate

6. Please State clearly whether in the light of entries made by you above,
you meet the requirements of the post

7. Details of employment, in chronological order:

Office/Organization	Post Held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or
Permanent

9. In case the present employment is held on deputation/contract basis,
Please state-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organization to which you belong

10. Additional details about present employment-

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government Undertaking
- (e) Universities
- (f) Others

11. Are you in revised Scale of pay? If yes, give the date from which the revision
Took place and also indicate the pre-revised scale

12. Total emoluments per month now drawn :
13. Additional information, if any, which you would like to :
Mention in support of your suitability for the post
(Note: Enclose a separate sheet, if the space is insufficient.) :
14. Whether belongs to SC/ST :
14. Remarks :

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature of the Candidate

Address:

Date:

Tele.No.:

e-mail:

TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY/EMPLOYER

Certified that the particulars furnished by the official are correct as per the records held in this office and no disciplinary/vigilance case is pending or contemplated against the official.

Name, Signature and seal of the Employer/Cadre Controlling Authority