

F.No. 42/CESTAT/RR/2000-Admn.Vol.II
Customs Excise & Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi – 66

Dated :

Applications are invited for the following posts, to be filled up on deputation basis in various benches of this Tribunal:

S. No	Post, Pay Band & Grade Pay, No. of posts & place of posting	Eligibility conditions
1.	Assistant Registrar Rs. 15600-39100/-(PB-3) Grade Pay Rs. 5400/- (*No. of posts-06) (Delhi/Mumbai/Chennai/ Kolkata/Bang/Ahd/Hyderabad/Al lahabad/Chandigarh)	Officer of Central/State Government holding the analogous post on regular basis AND Possessing degree in Law of a recognized university and 3 years' experience in Administrative/Legal matters preferably in handling Customs & Central Excise matters.
2.	Sr. Private Secretary Rs. 9300-34800/ (PB-2) Grade Pay 4600/- (*No. of posts – 08) (Delhi/Mumbai/Kolkata/Chennai /Bang/Ahd/Hyderabad/Allahaba d/Chandigarh)	Officers under the Central Govt. holding the analogous post on regular basis or with eight years regular service in the post in the grade pay of Rs. 4200/- or equivalent in the parent cadre/ department.
3.	Technical Officer Rs. 9300-34800/- (PB-2) Grade Pay- Rs. 4,600/- (*No. of posts – 01) (Delhi/Kolkata/Chennai/Ahd/Hy derabad/Allahabad/Chandigarh)	i) Superintendent of Central Excise and Appraisers of Customs OR ii) Inspector of Central Excise/ Examiner of Customs Department having 8 years regular service in the respective grades.
4.	Court Master Pay Band Rs. 9300-34800/- (PB-2) Grade Pay- Rs. 4,200/- (*No. of posts – 06) (Delhi/Mumbai/Kolkata/Chennai	Persons holding the post of Inspectors of Central Excise, Preventive officer, Examiner & Deputy Office Superintendents with 5 years' service in the respective grades and Assistants both CSS and Non-CSS with 5 years' service in the grade preferably having experience in

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	nai/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)	courts/ Tribunals.
5.	<p>Library Information Assistant Pay Band Rs. 9300-34800/-, Grade Pay- Rs. 4,200/-</p> <p>(*No. of posts – 04)</p> <p>(Mumbai/Kolkata/Bangalore/ Ahmedabad/Hyderabad/ Allahabad/ Chandigarh)</p>	<p>a) Central Govt. Deptt. Officials holding a degree of recognized university or equivalent and a degree in Library Science from recognized University or equivalent and</p> <p>b) i) Holding analogous post on regular basis or ii) with 5 years regular service in posts in the scale of Rs. 4000-6000/- (Pre-revised scale) or iii) with 13 years regular service in the post in the scale of Rs. 3050-4950/- (Pre-revised scale)</p>
6.	<p>Steno Gr. – II (English) Rs. 9300-34800/- (PB-2) Grade Pay- Rs. 4,200/-</p> <p>(*No. of posts – 23)</p> <p>(Delhi/Mumbai/Chennai/Kolkata/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)</p>	<p>Officers of the Central Govt.</p> <p>1. i) holding analogous posts on regular basis or ii) holding the post of Stenographer in scale of Rs. 4000-6000/- (Pre-revised scale) with 5 years regular service in the grade and</p> <p>2. possessing a speed of 100 w.p.m in English stenography.</p>
7.	<p>Steno Grade–III (English) Rs. 5200-20200/-, Grade Pay Rs. 2,400/- (PB-1)</p> <p>(*No. of posts – 10)</p> <p>(Delhi/Mumbai/Chennai/Kolkata/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)</p>	<p>Officers of the Central Govt. holding analogous posts on regular basis.</p>
8.	<p>Upper Division Clerk Rs. 5200-20200/-, Grade Pay Rs. 2,400/- (PB-1)</p> <p>(*No. of posts – 09)</p> <p>(Delhi/Mumbai/Chennai/Kolkata/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)</p>	<p>Persons holding analogous posts in the Central Govt. Deptt. OR Lower Division Clerk in Central Govt. Deptt. having not less than 5 years regular service in the grade.</p>

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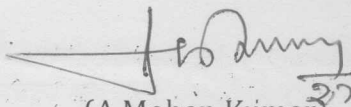
9.	Lower Division Clerk Pay Band Rs. 5200-20200/-, Grade Pay Rs. 1,900/-(PB-1) (*No. of posts - 23) (Delhi/Mumbai/Chennai/Kolkata/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)	Persons holding analogous posts on regular basis in the Central Govt. Department.
10.	Multi-Tasking Staff** **(MTS includes Daftry/ Jamadar/ Peon/ Chowkidar/ Safaiwala) Pay Band Rs. 5200-20200/-, Grade Pay Rs. 1,800/-(PB-1) (*No. of posts - 29) (Delhi/Mumbai/Chennai/Kolkata/Bang/Ahd/Hyderabad/Allahabad/Chandigarh)	Persons holding analogous posts on regular basis in the Central Govt. Department.

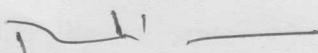
* Number of posts subject to variation

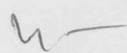
The maximum age limit for appointment on deputation shall be 56 years.

The application from the eligible/ willing candidates may be forwarded as per the bio data given in annexure - I along with ACR/APAR dossiers for the last 5 years (Attested photocopies only) (ii) Vigilance Clearance Certificate (iii) Integrity Certificate (iv) Cadre Clearance certificate, showing no objection of the cadre controlling authority to relieve the candidate in the event of selection (v) List of major/ minor penalties, if any imposed during the last 10 years (in case no penalty has been imposed, a certificate to that effect may be furnished), so as to reach the Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi - 66 within **45 days** from the date of issue of the circular. No action on application received incomplete and without ACR/ APAR dossiers/ vigilance clearance will be taken by this Tribunal.

Persons who have already applied for the posts in response to the earlier circular of the Tribunal published in Employment News dated 6-12th April 2013, **need not apply**.


(A. Mohan Kumar)
Registrar


(Rakesh Kumar)
Member (Technical)
Nodal Officer, CESTAT



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ANNEXURE - I

(ONLY CENTRAL GOVERNMENT EMPLOYEES NEED TO APPLY)
(Employees of PSUs/ Autonomous bodies need not apply)

Post Applied for _____

BIO - DATA

1. Name and address (in : _____
block letters)
2. Father's Name : _____
3. Date of birth : _____
4. Date of retirement under : _____
Central Govt. rules
5. Educational qualification : _____
6. Post presently held on : _____
regular basis and scale of
the post
7. Up to date experience in : _____
chronological order

Sl.No.	Name of the office and Post held	From	To	Pay Band + Grade Pay drawing	Whether pay drawn on regular basis or on grant of MACP

6. Nature of duties and matters dealt : _____
7. Whether SC/ST/OBC : _____
8. Please state whether you are a : _____
regular employee of Central Govt. or
not?

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9. Are you on deputation? If so, from : _____
which date
10. Preferred place of posting (in order : _____
of Preference)

Signature of applicant

Dated :

DEPARTMENTAL CERTIFICATE

1. The above particulars have been verified and found correct.
2. Certified that no Disciplinary/ Vigilance proceeding is pending against the official.
3. Integrity of the officer is beyond doubt.
4. No Major/ Minor penalty has been imposed upon the official during the last 10 years

Dated :

Signature of Head of office
with designation

darf 15509/11/0001/1314