

F.No. 30(21)/DEP-DR/CESTAT/Admn.2013
Customs Excise & Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi - 66.

VACANCY CIRCULAR

Sub : Filling up of the Posts of Deputy Registrar and Assistant Registrar in Customs, Excise & Service Tax Appellate Tribunal on ad-hoc deputation basis. - reg.

Three posts of Deputy Registrar in the pay band-3, Rs. 15600-39100/- + Grade Pay Rs. 6600/- (pre-revised) and Three posts of Asstt. Registrar in the pay band-3, Rs. 15600-39100/- + Grade Pay Rs. 5400/- (pre-revised) in Customs Excise and Service Tax Appellate Tribunal whose benches are located at Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Ahmedabad, Allahabad, Chandigarh and Hyderabad are to be filled up on ad-hoc deputation basis. The period of ad-hoc deputation shall be for a period not exceeding 6 months or till the posts are filled up on regular basis, whichever is earlier. Any unforeseen vacancy which occurs on or before the last date of receipt of applications shall also be considered.

2. In terms of the Recruitment Rules, the posts are to be filled up from the following categories of officer -

A. DEPUTY REGISTRAR

Officers of the Central Govt. or State Govt or Union Territories -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Deptt or
- (ii) with five years' regular service in the grade in posts in the pay band - 3, Rs. 15600-39100 plus Grade pay of Rs. 5400/- or equivalent in the parent cadre or Deptt. and
- (b) Possessing
- (i) Degree in Law from a recognised university or institute.
- (ii) Five years experience in Judicial or Legal work in the field of Customs, Excise and Service Tax matters.

B. ASSTT. REGISTRAR

Officers of the Central Govt. or State Govt or Union Territories -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Deptt or

- (ii) with two years' regular service in the grade in posts in the pay band - 2, Rs. 9300-34800 plus Grade pay of Rs. 4800/-or equivalent in the parent cadre or Deptt. or
- (iii) with three years' regular service in the grade in posts in the pay band - 2, Rs. 9300-34800 plus Grade pay of Rs. 4600/-or equivalent in the parent cadre or Deptt. or
- (iv) with eight years' regular service in the grade in posts in the pay band - 2, Rs. 9300-34800 plus Grade pay of Rs. 4200/-or equivalent in the parent cadre or Deptt. AND

(b) Possessing

- (i) Degree in Law from a recognised university or institute.
- (ii) Three years experience in Judicial or Legal work in the field of Customs, Excise and Service Tax matters.

3. The cadre controlling authorities are requested to forward application of eligible and willing officers in the enclosed proforma, in duplicate, alongwith the following documents :

- (i) Complete and up-to-date attested copies of APARs of the officer for the last five years.
- (ii) Cadre clearance certificate.
- (iii) Vigilance clearance/ integrity certificate
- (iv) A statement indicating the major/minor penalties imposed upon the applicant, during the last 10 years.

4. While forwarding the applications, the particulars furnished by the applicant should be duly verified by parent office. The applications should reach within 30 days from the date of publishing vacancy circular in the Employment News, at the following address :

Registrar
Customs Excise & Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi - 66

5. Applicants may indicate preference of posting, however, they are liable to be posted at any of the benches of CESTAT.



(A. Mohan Kumar)
Registrar
Tel. 011-26109589

Copy to :

1. All Ministries/ Department of Government of India.
2. Ld. Registrar, Supreme Court of India, High Courts.
3. The Registrar, All Tribunals, CAT/ITAT/DRT's etc.
4. The Administrative Officer, District Civil Court- Delhi, Mumbai, Kolkatta, Chennai, Bengaluru, Ahmedabad, Allahabad, Chandigarh and Hyderabad.
5. NIC, Department of Personnel and Training, North Block, New Delhi – for uploading on the website of DoPT.
6. CESTAT Website.

AC



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PROFORMA

Application for the post of "Deputy Registrar"/ "Assistant Registrar" in
CESTAT

1.	Name and Address (In Block letters)					
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service and cadre					
	ii) Date of retirement under Central/ State Govt. rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied.					
6.	Details of employment in chronological order. (Last 05 years including Deputation/ Ad-hoc etc.)					
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
7.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
8.	When you be expecting your promotion in the feeder grade/ present position?					
9.	Total emoluments per month now drawn (attach latest pay slip of the month)					

10.	Whether belongs to SC/ ST	
11.	Preference of three places of posting, if any. (It is All India Service)	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Encl : _____

(Signature of the candidate)

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that :

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)