

F.No . 23(13)/Contract/CESTAT/Admn.2011  
Customs, Excise & Service Tax Appellate Tribunal  
West Block No.2, R.K. Puram, New Delhi

28/12/2016

To

The Deputy Registrar/ Asstt. Registrar,  
CESTAT,  
Mumbai/ Chennai/ Bangalore/Ahmedabad  
Hyderabad/ Chandigarh/ Allahabad.

Sub : Engagement of Retired Government Servants on Contract basis – reg.

The competent authority has decided to engage retired Government servants as Stenographers on contract basis on consolidated pay of Rs. 20000/- for a maximum period of one year. The attached circular with terms and conditions may please be circulated in Central Govt./ State Govt. Departments for uploading the same on their respective website so that retiring people may apply for above post, if desired.

  
(A. Mohan Kumar) *dep*  
Registrar.

F.No. 23(13)/Contract/CESTAT/Admn.2011  
Customs Excise & Service Tax Appellate Tribunal  
West Block No. 2, R.K. Puram, New Delhi - 66

Dtd. 28.12.2016

ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS ON CONTRACT BASIS

Applications are invited from retired SPS/ PS/ Stenographer Gr. II or equivalent employees retired from Government Department/ PSUs/ Autonomous Bodies for engagement to the post of **Stenographer** on contract basis in the Customs Excise & Service Tax Appellate Tribunal. The application may be sent to the Registrar, Customs Excise & Service Tax Appellate Tribunal, Delhi or to the concerned Deputy Registrar/ Assistant Registrar at Mumbai, Chennai, Bangalore, Ahmedabad, Hyderabad, Chandigarh and Allahabad Benches.(Addresses overleaf). The experience, consolidated salary and other details are as under:-

1. **Post** : Stenographers
2. **No. of Vacancies** : Delhi - 5  
Mumbai - 5  
Chennai - 2  
Bangalore - 2  
Ahmedabad - 2  
Hyderabad - 2  
Chandigarh - 2  
Allahabad - 2
3. **Experience** : Minimum 15 years of experience as Steno-  
(SPS/PS/Steno Gr. II) in Govt. Department/ PSUs/  
Autonomous bodies
4. **Age** : Upto 65 years
5. **Consolidated salary** : Rs.20,000/- p.m.
6. **Period of engagement** : One Year
7. **Last Date** : 30 days from the date of issue of circular

The above posts are purely on contract basis for a period of one year. The extension of period of contractual appointment in each case will be considered by the competent authority on its merits. The terms and conditions of appointment and format of submission of bio-data is available at the Tribunal's website i.e. [cestat.gov.in](http://cestat.gov.in)

  
(A. Mohan Kumar)  
Registrar

Copy to :

- i) Notice Board
- ii) Website, CESTAT

1.	The Registrar, Customs, Excise and Service Tax Appellate Tribunal, West Block No. 2, R. K. Puram, New Delhi 110066.
2.	The Deputy Registrar, Customs, Excise and Service Tax Appellate Tribunal , 3 <sup>rd</sup> Floor, Jai Centre, 34, P.D. Mello Road, Masjid Bunder (East), Mumbai 400009.
3.	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , 26, Haddows Road, Shastri Bhawant Annexe, Ist Floor, Chennai 600006
4.	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , Ist Floor, WTC Building, FKCCI Complex, K.G. Raod, Bengaluru 560009.
5.	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , O-20, New Mentel Hospital Compound, Meghani Nagar, Ahmedabad - 16.
6..	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , Old Red Building, 38, M.G. Marg, Civil Lines Allahabad 211001.
7.	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , Ist-3 <sup>rd</sup> Floor, SCO 147-148, Sector 17C, Chandigarh 160017
8.	The Assistant Registrar, Customs, Excise and Service Tax Appellate Tribunal , Ist Floor, Rear Portion of HMWSSB Building, Khairtabad, Hyderabad 500004.

Terms & Conditions

i) **Tenure:** The appointment is **purely on contract** basis for a period of one year and shall not be considered as a case of re-employment. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Tribunal or for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct. The appointment is necessitated due to shortage of staff and this can be reviewed if sufficient regular staff join the strength of this Tribunal.

ii) **Remuneration:** The contract will entitle the contractual appointee to a consolidated remuneration of Rs.20000/- p.m. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions.

iii) **Expiry of contract:** The contract will automatically expire on completion of one year until it is renewed with mutual consent for the decided period after sanction from the competent authorities, The contractual appointment can be terminated at any time, by either side, by giving 30 days notice or salary in lieu thereof. Competent authority would be free to terminate the services in case of absence of a person by more than 15 days beyond the entitled leave in a calendar year. The competent authority reserves the right to terminate the services of any or all the contract employees prematurely without assigning any reasons thereto.

iv) **Leave:** Person appointed on contract basis shall be eligible for 8 days' leave in a calendar year on prorata basis to be sanctioned by the Competent Authority. The leave entitlement of the appointee shall be governed as per DOPT O.M. No. 12016/3/84-Estt (L) dated 12.4.85 as amended by OM no.12016/2/99- Estt.(L) dated 12.7.1999 and O.M. No. 12016/5/2009-Estt.(L) dated 31.12.2011.

v) **Accommodation:** No hostel or any other accommodation will be provided by the Tribunal.

vi) The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.

vii) The prescribed qualifications/experience is minimum and mere possessing the same does not entitle any candidate for selection.

viii) Upper age limit is 65years as on the last date of receipt of application for the said post.

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viii) Upper age limit is 65years as on the last date of receipt of application for the said post.

ix) This contractual appointment is whole time and private practice of any kind is prohibited.

x) He/ She should also note that he/she will have to conform to the rules of discipline and conduct as applicable.

xii) No travelling or other allowances will be paid to the candidate for joining the appointment on contractual basis.

xi) The candidate should not have been convicted by any Court of Law.

xii) Canvassing in any form will render the candidate disqualified for the post.

xiii) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable to be removed from service and such action as the appointing authority may deem fit.

xiv) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

**Mode of Selection:** The selection of candidates will be made through interview/ skill test from the short listed applications received in response to the advertisement.

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**APPLICATION FORM FOR THE POST OF STENOGRAPHER IN CESTAT ON  
CONTRACT BASIS**

1.	Name and Address (In Block letters)					
2.	Date of Birth (In Christian era)					
3.	Contact no. & E-mail					
4.	Whether belong to SC/ST					
5.	i) Date of entry into service and cadre					
	ii) Date of retirement under Central/State Govt. rules					
6.	Educational qualifications					
7.	Whether educational and other qualifications required for the post are satisfied					
8.	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
9.	Place of posting preferred					

**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

Date:

Place:

(Signature of Candidate)