

F.No. 42/CESTAT/Advt./2025-Part-III
Customs Excise and Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi – 110066

VACANCY CIRCULAR

Applications are invited for the following posts on deputation basis in this Tribunal :

S.No.	Post, Level	Eligibility Criteria
1.	Assistant Registrar (Group 'A') Level-10 (Grade Pay 5400/-) No. of posts – 6 Place of posting – Delhi/Mumbai/ Chennai/Bangalore/Hyderabad/ Chandigarh	Officers of the Central Government (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with two years' regular service in the grade in posts in pay band-2 Rs. 9300-34800 plus grade pay Rs. 4800/- or equivalent in the parent cadre or Department; or (iii) with three years' regular service in the grade in posts in pay band-2; Rs. 9300-34800 plus grade pay Rs. 4600/- or equivalent in the parent cadre or Department; or (iv) with eight years' regular service in the grade in posts in pay band-2; Rs. 9300-34800 plus grade pay Rs. 4200/- or equivalent in the parent cadre or Department; and (b) Possessing the following educational qualifications and experience i) Degree in law from a recognised University or Institution

		(ii) Three years' experience of Judicial or Legal work in the field of Customs, Excise and Service Tax matters.
2.	Senior Private Secretary Level-5 (Grade Pay 4600/-) No. of posts – 5 Place of Posting - Bangalore/ Ahmedabad/Hyderabad/ Chandigarh /Allahabad/	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.	Stenographer Grade I Level-6 (Grade Pay – 4200/-) No. of posts-19 Place of posting Mumbai/Chennai/Kolkata/ Bangalore/ Ahmedabad/Hyderabad/ Chandigarh /Allahabad/	Officers under the Central Govt. holding the analogous post on regular basis or holding the post of Stenographer with 5 years regular service in the post in the grade pay of Rs. 2400/- or equivalent in the parent cadre/ department and possessing a speed of 100 wpm in English stenography.
4.	Stenographer Grade II Level-4 (Grade Pay 2400/-) No. of posts -5 Place of Posting - Chennai / Ahmedabad / Chandigarh	Officers under the Central Govt. holding the analogous post on regular basis.
5.	Upper Division Clerk – Level-4 (Grade Pay 2400/-) No. of Post – 6 Place of Posting - Mumbai/Chennai/Kolkata/ Bangalore/ Ahmedabad/Hyderabad/ Chandigarh /Allahabad/	Officers under the Central Govt. holding the analogous post on regular basis
6,	Lower Division Clerk – Level-2 (Grade Pay 1900/-) No. of Post – 7 Place of Posting - Mumbai/Chennai/Kolkata/	Officers under the Central Govt. holding the analogous post on regular basis

	Bangalore/ Ahmedabad/Hyderabad/ Chandigarh /Allahabad/	
7.	Multi-Task-Staff – 30 Place of Posting – Mumbai/Chennai/Kolkata/ Bangalore/ Ahmedabad/Hyderabad/ Chandigarh /Allahabad/	Officers under the Central Govt. holding the analogous post on regular basis

1. Maximum age limit for appointment on deputation shall be 56 years.

2. The Tribunal has its benches in Delhi/ Mumbai/ Chennai/ Kolkata/Bangalore/ Ahmedabad/ Allahabad/ Hyderabad/ Chandigarh. The candidate must specify his/ her preferred place of posting in the Biodata.

3. The application from the eligible/ willing candidates may be forwarded alongwith attested copies of APARs of the candidate for the last five years and the certificate by the employer as per bio data given in annexure.

4. The application, complete in all respect, may reach the Registrar, Customs, Excise and Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi-110066 within 60 days from the date of advertisement in the Employment News.

The applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be considered.

Encl : Bio Data proforma in Annexure –I


(Vaishali Kharbanda)
Technical Officer (Admn.)

**BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR
APPOINTMENT ON DEPUTATION**

FOR THE POST OF _____

PREFERRED PLACE OF POSTING _____

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. (<i>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.</i>)	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]
	Essential	Essential
a)	Qualification:	Qualification:
b)	Experience	Experience
	Desirable	Desirable
a)	Qualification:	Qualification:
b)	Experience	Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7.	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institution/ Organisation	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
*Important: - Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. - Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned. - Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
Office / Institution		Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme		From	To
8.	Nature of present employment, i.e., ad-hoc or temporary or quasi permanent 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				
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization				
9.1 Note:	In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)				
9.2 Note:	Information under Column 9(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.				

10.	if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	
12.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
13.	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.	
14.	Total emoluments per month now drawn. [Basic pay, Grade Pay, Total emoluments]	Basic pay (in level), Grade Pay/ Level Total emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ Interim relief/ other allowances etc. (with break up details)
		Total Emolument
16.	Additional information , if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications, (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement] Note: Enclose a separate sheet, if the space is insufficient.	
17.	Please state whether you are applying for deputation / Absorption/ Re-employment basis# # (The option of 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "Absorption" or "Re-	

	employment")	
18.	Whether belongs to SC/ST.	

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 documents submitted in respect of Essential Qualifications/ 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.

Signature of the candidate_____

Address:_____

Date:

Contact Number (Mobile/Telephone),..... .Email ID :.....

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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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)