

F.No.23(13)/Contract/CESTAT/Admn./2011
Customs Excise and Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi- 110066

Date : 03/01/2025

ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES ON CONTRACT BASIS

Application are invited from retired SPS/PS or equivalent employees retired from Government Department/PSUs/Autonomous Bodies for engagement to the post of Senior Private Secretary on contact basis in the Customs Excise and Service Tax Appellate Tribunal for a period of one year or till the posts are filled up on regular basis, whichever is earlier.

Details regarding experience, terms and conditions and other details are as under:-

1. Post : Senior Private Secretary
2. No. of Vacancies : 2
3. Place of Vacancies : Delhi/Mumbai/ Chennai/ Kolkata/
Bangalore/Ahmedabad/Allahabad/
Hyderabad/Chandigarh.
4. Experience : Officers retired from the post of
Sr. private Secretary/Private
Secretary(Level-8/9).
5. Age : Upto 65 years

General Terms and Conditions

1. Remuneration : The remuneration will be fixed in accordance with DoE guidelines issued vide O.M.No.3-25/2020-EIIIA dated 9.12.2020. Remuneration so fixed will remain unchanged during entire period of contract and shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement.
2. HRA: House Rent Allowance shall not be admissible.

3. Transport Allowance: An amount of Rs.3000/ per month or at the rate applicable to the Government Employee at the time of retirement, whichever is lower, will be paid as transfer allowance.
4. Leave of absence: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
5. The Tribunal reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason.

The application, as per Annexure-I may be sent to the Registrar, Customs Excise and Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi-110066 on or before 10.02.2025.

Maya
07/01/25

(Monika Devi)
Technical Officer

Copy to:

1. CESTAT Delhi/all regional benches.
2. Commissionerate of Customs and GST, Allahabad/Ahmedabad, Bangalore/Chandigarh/Chennai/Delhi/Hyderabad/Kolkata/Mumbai.
5. Website/Notice Board of all Bench of CESTAT

APPLICATION FORM FOR THE POST OF Sr.PS IN CESTAT ON CONTRACT BASIS

1. Name of the Applicant (in Block Letters) :
2. Father's/Husband's Name :
3. Mother's Name :
4. Date of Birth (in Christian era) :
5. Age as on date :
6. Sex :
7. Nationality :
8. Address for communication :
9. Contact No. & E-mail :
10. Extent of Computer Knowledge :
11. Educational Qualification (from Matriculation onwards) (attach self attested photocopies)

Affix your Recent
Coloured
Passport Size
Photograph

(Self attested)

S.No.	Qualification	Board/University	Subject studied	%age of marks obtained	Remarks

12. Details of experience:

S.No.	Name & Full address of Employer	Designation/ Nature of duties	Scale of Pay	Period of employment	
				From	To

13. Date of retirement. Enclose the copy of PPO :
13. Place of posting preferred :
14. List of enclosures:

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 the Applicant)