

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

Date : 14.1.2025

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 – 4 | 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-7 (Grade Pay 4600/-) No. of posts – 2 | 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-20 | 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 | 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 issue of the circular.

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

Maya
14/1/25
(Monika Devi)
Technical Officer (Admn.)

Copy to :

1. All Ministries/ Department of Government of India
2. The Registrar General, High Court of Delhi/ Mumbai/ Chennai/ Kolkata/Bangalore/ Ahmedabad/ Allahabad/ Hyderabad/ Chandigarh
3. The Registrar, CAT, ITAT, DRT, NCLT, NGT
4. Deputy Registrar/ Assistant Registrar, CESTAT, Mumbai/ Chennai/ Kolkata/Bangalore/ Ahmedabad/ Allahabad/ Hyderabad/ Chandigarh – for circulation of the vacancy circular among other central govt. departments of the concerned region.
5. Website

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***Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale 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/Institutions | Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme | From | To |
|---------------------|---|------|----|
| | | | |

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| 8 | Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent | : | |
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| 9 | In case the present employment is held on deputation/contract basis, please state :- | : | |
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| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belong | d) Name of the post and pay of the post held in substantive capacity in the parent organization. |
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| | | | |

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under Column 9 (c) & d above 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.

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| 10 | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details: | : | |
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| 11 | Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column:- | : | |
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| | | |
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| (a) Central Government. | : | |
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| (b) State Government | : | |
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| (c) Autonomous Organization | : | |
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| (d) Government Undertaking | : | |
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| (e) University | : | |
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| (f) Others | : | |
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| 12 | Please state whether you are working in the same Department and are in the feeder grade or feeder to | : | |
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| | 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 in the PB | Grade Pay | 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 Emoluments |
| | | | |
| 16A | Additional information , if any, relevant to the post you applied for 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) | : | |
| 16B | Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient) | : | |
| 17 | Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) | : | |
| # (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment") | | | |
| 18 | Whether belongs to SC/ST | : | |

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| 19. | Preferred place of posting | : | |
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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.

Date :-

Signature of the Candidate

Address:-

Contact No.

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 CR Dossier (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)

(Employer/Cadre Controlling Authority with Seal)

Countersigned