

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-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. 4900/- 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.

- Maximum age limit for appointment on deputation shall be 56 years.
- The Tribunal has its benches in Delhi/ Mumbai/ Chennai/ Kolkata/Bangalore/ Ahmedabad/ Aligarh/ Hyderabad/ Chandigarh. The candidate must specify his/ her preferred place of posting in the Bio-data.
- 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.
- 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.

(Monika Devi)
Technical Officer (Admn.)
Annexure-I

BIO-DATA PROFORMA

Name of the Post applied for

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) 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. 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	

7. Details of Employment in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).

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

* Important: Pay Band & 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

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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department alongwith 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/organisation.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	
a) Central Government	
b) State Government	
c) Autonomous Organization	
d) Government Undertaking	
e) Universities	
f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or 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 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

16. Additional information, if any, relevant to the post you applied for	
A. 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)	
16. Achievements:	
B. 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)/	