



No. PB/1/10/2023-Estt.II  
केन्द्रीय प्रशासनिक अधिकरण  
CENTRAL ADMINISTRATIVE TRIBUNAL  
प्रधान न्यायपीठ  
PRINCIPAL BENCH

फोन/Phone: 011- 23385097  
ई.मेल/E-mail: [cat-delhi@nic.in](mailto:cat-delhi@nic.in)  
61/35, कॉपरनिकस मार्ग /61/35, Copernicus Marg,  
नई दिल्ली-110001 / New Delhi - 110001.  
दिनांक/Date: 08.08.2024

CIRCULAR

It is proposed to fill up one (01) post of Staff Car Driver (Ordinary Grade) in Level-2(19900-63200) in the revised pay matrix (corresponding to the Pre-Revised scale of pay of PB-1+Grade Pay of ₹1900/-) in the Principal Bench of Central Administrative Tribunal at New Delhi on deputation basis initially for a period of one year which may be extended or curtailed in administrative exigencies from amongst regular Dispatch Rider or Multi Tasking Staff (Group 'C') employees of the Central Administrative Tribunal who possess valid driving license for Motor Cars, on the basis of a Driving Test to assess the competence to drive motor cars.

The applications in the enclosed proforma, may be sent to the Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110 001 on or before **31-08-2024**.

Applications received after the expiry of last date or otherwise found incomplete/insufficient information will not be entertained.

PARVEEN Digitally signed  
by PARVEEN  
KUMAR KUMAR SATIJA  
SATIJA Date: 2024.08.08  
17:44:51 +05'30'  
(P.K. Satija)

Deputy Registrar(Estt.)

Copy to:

1. Notice Board, CAT, Principal Bench, New Delhi.
2. All outlying Benches of CAT
3. Section Officer (Computer) to upload the same on the official website of C.A.T.

**PROFORMA FOR FURNISHING BIO DATA**  
**(To be typed in DOUBLE SPACE on single side)**

1. Post for which applying: \_\_\_\_\_
2. Name of the applicant (in Block Letters): \_\_\_\_\_
3. Name, address and contact No. of the Office where working: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Contact details of the applicant
  - a. Mobile Number/Landline Number: \_\_\_\_\_
  - b. Email ID: \_\_\_\_\_
  - c. Residential Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Date of Retirement: \_\_\_\_\_
7. Sex (Male/Female): \_\_\_\_\_
8. Present post held in parent department on regular basis:
  - a. Name/Designation of the post: \_\_\_\_\_
  - b. Date from which the post is held on regular basis: \_\_\_\_\_
  - c. Nature of appointment (Adhoc/Regular): \_\_\_\_\_
  - d. Pay scale of the substantive post: \_\_\_\_\_
  - e. Pay scale on grant of ACP/APAR or NFSG: \_\_\_\_\_
  - f. Brief nature of duties performed (May enclose annexure): \_\_\_\_\_
  - g. Details of Service [Central Govt./State Govt./Others(Specify)]: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Details of earlier deputation, if any
  - a. Whether presently holding a deputation post (Yes/No): \_\_\_\_\_
  - b. If yes, please mention Name of the Organization/Department, Designation, Pay Scale of the deputation post, Present Basic Pay Drawn, Date from which on deputation and Date of expiry of present term of deputation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Brief Service particulars in chronological order from entry into Govt. service to till date including deputation terms and financial upgradations, if any (as per following format):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sl. No.	Department	Post held	Period		Pay Scale of the post		Brief nature of duties
			From	To	At the time of holding the post	Present	

11. Educational qualifications in chronological order including professional qualifications (as per the following format):

Sl. No.	Qualification	Year of Passing	Subject Taken	Board/University

12. Category (UR/OBC/SC/ST/PWD): \_\_\_\_\_  
 13. Driving Licensee Number: \_\_\_\_\_  
 14. Experience, if any: \_\_\_\_\_

(Signature of the applicant)

**Certificate to be furnished by the Head of Office**

1. Service particulars of Shri/Smt. \_\_\_\_\_ furnished above have been verified from his/her service records and is found correct.
2. Certified that no vigilance enquiry/disciplinary proceeding is pending or contemplate against Shri/Smt. \_\_\_\_\_.
3. Shri/Smt. \_\_\_\_\_ will be relieved of his/her duties from this Office to take up the assignment in the Central Administrative Tribunal on his/her selection for appointment to the post.

Place:  
Date:

Signature:

Name:  
Designation:  
Office Seal: