No. PB/1/11/2023-Estt.II
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

International Year of Cooperatives
Cooperatives Build a Better World

फोन/Phone: 011- 23385097
ई.मेल/E-mail: estt-cat@gov.in
61/35, कॉपरनिकस मार्ग/61/35, Copernicus Marg,
नई दिल्ली – 110001/New Delhi – 110001.
दिनांक/Date: 17.04.2025

CIRCULAR

Subject: Engagement of retired Government Servants as Accounts Officer / Junior Accounts Officer in the Central Administrative Tribunal on contract basis.

Applications are invited in prescribed format (as per Annexure-I) to engage eligible retired Government officers/officials as Accounts Officer / Junior Accounts Officer in the Central Administrative Tribunal on short term contract basis initially for a period of six months which may be extended or curtailed in administrative exigencies from time to time. Details of posts along with the remuneration and eligibility criteria for engagement on contract basis are as under:

1.	**Name / Number of Posts / Job Location**	**Accounts Officer (04):** Vacancies are available in Principal Bench at New Delhi, Chandigarh, and Kolkata Bench of the Tribunal. **Junior Accounts Officer (05):** Vacancies are available in Cuttack, Guwahati, Jabalpur, Jammu and Srinagar Bench of the Tribunal. (Vacancies may increase/decrease during the final recruitment.)
2.	**Eligibility Criteria & Experience**	**1. Accounts Officer:-** **Eligibility:** a. i) Officers retired from Group 'B' (Gazetted) post carrying the duties of Accounts Officer/Assistant Accounts Officer with Pay level equal to or greater than Level – 7 (₹44900-142400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay ₹4600/-) from Central Government/State Government or any other Department/Tribunal/Commission in the State or Central Government. **OR** ii) Junior Accounts Officer with Pay level equal to or greater than Level – 6 (₹35400-112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 with Grade Pay ₹4200/-) with 05 years of regular service in the grade at the time of retirement. **AND** b. possessing any one of the following qualifications: i) A pass in SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government. ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and minimum of 03 years of experience in Cash, accounts and budget work.

<table>
<tr><td></td><td></td><td>2. <u>Junior Accounts Officer:-</u>
Eligibility:
a.
i) Officers/officials retired from Group 'B' (Non-Gazetted) or Group 'C' post carrying the duties of Junior Accounts Officer with Pay level equal to or greater than Level – 6 (₹35400-112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay ₹4200/-) from Central Government/State Government or any other Department/Tribunal/Commission in the State or Central Government.
OR
ii) Senior Accountant with Pay level equal to or greater than Level – 5 (₹29200-92300) of Pay Matrix (Pre-revised Pay Band – 1, ₹5200-20200 with Grade Pay ₹ 2800/-) with 06 years of regular service in the grade at the time of retirement.
AND
b. who have undergone training in the cash and accounts work in the ISTM or equivalent course and possessing a minimum of 03 years' experience in cash, accounts and budget work.

<u>Note:</u> <u>The persons who will retire by 31.05.2025 on attaining the age of superannuation are also eligible.</u></td></tr>
<tr><td>3.</td><td>Age Limit</td><td>The maximum age limit for appointment on contract basis shall not exceed 66 years as on the closing date for receipt of applications.</td></tr>
<tr><td>4.</td><td>Remuneration</td><td>Officers/officials hired on contract will be paid fee/remuneration @ (Last Basic Pay Drawn – Basic Pension) OR the following amounts, whichever is less as mentioned against each, with no other allowances applicable.

<table><tr><th>Post Name</th><th>Remuneration</th></tr><tr><td>Accounts Officer</td><td>Rs. 35,000/- per month</td></tr><tr><td>Junior Accounts Officer</td><td>Rs. 25,000/- per month</td></tr></table></td></tr>
<tr><td>5.</td><td>Leave</td><td>Contractual Employee will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year.</td></tr>
<tr><td>6.</td><td>How to Apply</td><td>(a) Interested eligible candidates may submit their applications as per performa at Annexure-I on the following postal address or Email address:

The Principal Registrar
Central Administrative Tribunal, Principal Bench
61/35, Copernicus Marg, New Delhi – 110001.
Email: pr-catnewdelhi@gov.in and estt-cat@gov.in

(b) The subject line while sending the applications must be: "Application for the post of Accounts Officer/Junior Accounts Officer in Central Administrative Tribunal on contract basis".
(c) Last date for receipt of applications will be within 01 month from publication of this Vacancy circular in the Employment News.</td></tr>
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7.	**General Conditions**	(a) Interested retired Govt. employees, having good health and willing to work on short term contract basis in Central Administrative Tribunal may submit their applications to the undersigned at the above mentioned address or through Email id: pr-catnewdelhi@gov.in & estt-cat@gov.in within due date along with the self attested copy of PPO, LPC and other relevant documents. (b) This Office reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever. (c) The decision of the Competent authority on selection of the candidates will be final and no correspondences on this subject will be entertained. (d) This Office will not be in a position to return any of the documents provided by the applicant / parent office of the applicant, irrespective of his / her selection. (e) Applications received after the expiry of last date or found incomplete or not accompanied with required documents, will not be entertained. (f) The engagement will be purely on contract basis and shall not bestow any right for regular or permanent employment or for continued contractual appointment. (g) The appointee will have to comply with the requirements of the CCS (Conduct) Rules, 1964 and all Rules and Orders already in existence regarding attendance, duties, discipline, conditions of service etc. will have to be followed. (h) The appointee shall not be entitled to any benefit of Provident Fund, Pension, Gratuity, Medical expenditure re-imbursement, Government residential accommodation LTC, TA or any other benefits / concessions admissible to Government servants. (i) Department shall reserve the right to terminate his/her engagement at any time either without giving any notice or giving a notice period of one month. He / She can resign after giving one month notice in advance.

17.4.25

(Preeti Singh)
H.J.S.
Principal Registrar
Central Administrative Tribunal

ANNEXURE-I

PROFORMA FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS / OFFICIALS IN CENTRAL ADMINISTRATIVE TRIBUNAL ON SHORT TERM CONTRACT BASIS

1. Post applying for (Accounts Officer/Junior Accounts Officer): .....
2. Name of the applicant (in Block Letters): .....
3. Name, Address and Contact No. of the Office, retired from: .....

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4. Contact details of the applicant –

4.1 Mobile No.: .....

4.2 Email ID: .....

4.3 Residential Address: .....

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5. Date of Birth: .....
6. Date of Retirement: .....
7. Sex (Male/Female): .....
8. Post held at the time of retirement –

8.1 Name of the post: .....

8.2 Whether Gazetted or Non-Gazetted: .....

8.3 Last Pay drawn at the time of retirement along with Level and Cell No.: .....

8.4 Brief nature of duties / experience details (a separate sheet may be annexed): .....

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10. PPO No. (Enclose a copy): .....

11. Educational qualification in chronological order including professional qualifications (A separate detailed sheet may be annexed): .....

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12. List of enclosures:

12.1 .....

12.2 .....

12.3 .....

13. Choice/Preference of Bench: .....

CERTIFICATE TO BE FURNISHED BY THE RETIRED EMPLOYEE

I, hereby, certify that, to the best of my knowledge, all the details/information provided above are true and accurate. I solemnly declare that no criminal case/inquiry is pending against me in any Court of Law.

Date:
Place:

(Signature of the candidate)