No.PB/1/11/2024-Estt.
केंद्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

फोन/Phone: 011- 23385097
ई.मेल /E-mail: cat-delhi@nic.in
61/35, कॉपरनिकस मार्ग /61/35, Copernicus Marg,
नई दिल्ली . 110001/ New Delhi – 110001.
दिनांक/Date: **30.04.2025**

To

The Registrar/ Jt. Registrar/ Dy. Registrar/ HoO,
Central Administrative Tribunal,
All Outlying Benches.

Sub: Limited Departmental Competitive Examination 2025 for filling up the posts of Private Secretary and Court Master in Central Administrative Tribunal – reg.

Sir,

I am directed to invite a reference to this office letter of even number dated 09.01.2025 on the subject cited above and to state that the Limited Departmental Competitive Examination 2025 for filling up the posts of Private Secretary and Court Master in Central Administrative Tribunal, New Delhi as per following programme:-

Date: 05 Jul 2025(Saturday)

Paper No	Subject	Type Of Paper	Time
1.	General Studies, General Knowledge of Constitution of India and Current Affairs --- **for the post of Private Secretary and Court Master**	Objective	09.30 AM to 11.30 AM
2.	AT Act, 1985, Procedure and Practice in the Central Administrative Tribunal, General Financial and other Service Rules taking into account the job requirement of Private Secretaries in the Central Administrative Tribunal --- **for the post of Private Secretary** AND AT Act, 1985, CAT (Procedure) Rules, 1987, CAT (Rules of Practice), 1993 and other service rules taking into account the job requirements of Court Master in the Central Administrative Tribunal --- **for the post of Court Master**	Subjective	12.00 PM to 02.00 PM
3.	Shorthand test in English shall comprise of dictation at the speed of 100 w.p.m carrying maximum marks of 100. Dictation(10 minutes) Transcribing the Shorthand note on Computer (40 minutes) --- **for the post of Private Secretary and Court Master**	Skill Test	03.00 PM to 04.30 PM
4.	Practical test on computer, carrying maximum marks of 100, to test the Basic knowledge of Computer Applications covering MS Word including Cut, Copy, Paste etc., MS Excel and MS Power Point. Their knowledge to search Case laws / Online judgments, Government OMs / Circulars etc. The examinees appearing for LDCE for the post of Private Secretary are also expected to possess extensive knowledge of working on internet such as online filing of IT Return, Online booking of Railway/ Air tickets etc.	Practical	05.00 PM to 06.30 PM

In this connection it is further informed that out of all the officials who were found eligible for appearing in the LDCE 2025, following 06 officials (03 Court Masters and 03 Stenographers Grade 'D') have submitted their willingness for appearing in the said examination:

Sl. No.	Name, Post	Post holding	Bench
01	Shri K.R. Ramjee	Court Master	Hyderabad
02	Ms. Anjali		Principal
03	Smt. Kamla Devi		Chandigarh
04	Smt. B. Shri Akshaya Juneja	Stenographer Grade 'D'	Principal
05	Ms. Pinky Yadav		Principal
06	Ms. Nengdeilhen Singsit		Guwahati

It is requested that candidate(s) from your Bench may be apprised of the above schedule and relieved accordingly so as to enable them to appear in the examination.

Yours faithfully,

PARVEEN KUMAR SATIJA
Digitally signed by PARVEEN KUMAR SATIJA
Date: 2025.04.30 11:38:19 +05'30'

(P.K. Satija)
Deputy Registrar (E)

Copy to:

1. Sr.PPS/Dy. Registrar (P) to the Hon'ble Chairman, CAT, Principal Bench, New Delhi.
2. PS to The Principal Registrar, CAT, Principal Bench, New Delhi.
3. PS to The FA&CAO, CAT, Principal Bench, New Delhi.
4. PA to The Registrar, CAT, Principal Bench, New Delhi.
5. PA to The Joint Registrar, CAT, Principal Bench, New Delhi.
6. The Deputy Registrars, CAT, Principal Bench, New Delhi.
7. The AD(OL)/ LIO, CAT, Principal Bench, New Delhi.
8. The PAO, CAT, MoPPG&P, East Block-4, Level-1 (LHS), Sector 1, R.K.Puram, New Delhi-110022.
9. The Accounts Officer, CAT, Principal Bench, New Delhi.
10. SO (Comp), CAT, PB, New Delhi- with a request to upload it in the website of CAT.
11. Concerned Officials of CAT, Principal Bench.
12. Guard file.