No. PB/17/5/2024-Estt.
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

International Year of Cooperatives
Cooperatives Build a Better World

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61/35, कॉपरनिकस मार्ग/61/35, Copernicus Marg,
नई दिल्ली - 110001/New Delhi – 110001.
दिनांक/Date: 26.09.2025

REVISED CIRCULAR

Sub.: Special drive for filling up of the vacant posts in Central Administrative Tribunal Jammu Bench, Jammu and Central Administrative Tribunal Srinagar Bench, Srinagar on deputation basis.

It is proposed to fill up the following posts in the Central Administrative Tribunal Jammu Bench, Jammu and Central Administrative Tribunal Srinagar Bench, Srinagar on deputation basis initially for a period of 03 years which may be extended or curtailed in administrative exigencies from amongst the serving Govt. servants. The Pay and Allowances and other terms of deputation of the Officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time and, therefore, they will be eligible for Deputation Duty Allowance, as per Rules. The employees of Central Administrative Tribunal are eligible for, and may continue to retain, General Pool Residential Accommodation as per extant rules. It may be noted that the number of vacancies may increase/decrease during the final recruitment process. The name and number of posts, classifications, tenure, scale of pay and eligibility criteria for filling up of these posts on deputation basis are as under:

1. **JOINT REGISTRAR (02)**

Group A (Gazetted) in the Pay Level – 12 (₹78800–209200) of Pay Matrix (Pre-revised Pay Band – 3, ₹15600-39100 plus Grade Pay of ₹7600). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Officers possessing a degree in law and holding:
   (a) Analogous post in the Central/State Government/High Court; **OR**
   (b) Posts with a minimum of 05 years of regular service in the Grade Pay of ₹6600 (Revised to Level 11 in 7th CPC).

(ii) Judicial Officer with minimum of 08 years of regular service.

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2. **SECTION OFFICER/COURT OFFICER (05)**

Group B (Gazetted) in the Pay Level – 08 (₹47600–151100) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4800). Vacancies are available in Jammu (02) and Srinagar (03) Benches of the Tribunal.

Eligibility criteria:

Essential:

Persons working under the Central/State Government/High Court/Subordinate Courts–

(i) Holding analogous post on regular basis; **OR**

(ii) 08 years of regular service in the posts of Assistant Section Officer or equivalent in the scale of Pre-revised Pay Band – 2 (₹9300-34800 plus Grade Pay of ₹4600).

AND

Possessing a Degree of a recognized University or equivalent.

Desirable: Degree in Law.

3. **PRIVATE SECRETARY (04)**

Group B (Gazetted) in the Pay Level – 08 (₹47600–151100) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4800). Vacancies are available in Jammu (02) and Srinagar (02) Benches of the Tribunal.

Eligibility criteria:

Officers holding the post of Stenographers in the Central Government or State Government or High Courts –

(i) Holding analogous post on regular basis; **OR**

(ii) 06 years of regular service in the scale of Pre-revised Pay Band – 2 (₹9300-34800 plus Grade Pay of ₹4600/-).

4. **ASSISTANT SECTION OFFICER (03)**

Group B (Non-Gazetted) in the Pay Level – 07 (₹44900–142400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4600). Vacancies are presently available in Jammu (01) and Srinagar (02) Benches of the Tribunal.

Eligibility criteria:

(i) Officers from the Central Government or State Government or High Courts and Subordinate Courts –

(a) Holding analogous post on regular basis; **OR**

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(b) Senior Assistant (Upper Division Clerks) in the Pay Level – 04 [Pre-revised Pay Band – 1, ₹5200-20200 with Grade Pay ₹2400) who have rendered not less than 10 years regular service in the grade.

AND

(ii) Possessing a degree of a recognized University or equivalent.

5. **COURT MASTER (02)**

Group B (Non-Gazetted) in the Pay Level – 07 (₹44900–142400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4600). Vacancy is presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Officers holding the post of Stenographer under Central Government or State Government or High Courts –

(a) Holding analogous post on regular basis; **OR**

(b) Stenographer Grade D [Pay Level – 04, Pre-revised Pay Band – 1, ₹5200-20200 with Grade Pay ₹2400/-) with 08 years of regular service in the grade.

6. **JUNIOR ACCOUNTS OFFICER (02)**

Group B (Non-Gazetted) in the Pay Level – 06 (₹35400–112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4200). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations; **OR**

Assistants with 05 years of service/Upper Division Clerks of Central Government with 10 years of service in the grade who have undergone Cash & Accounts training in ISTM or equivalent or possess 03 years experience of Cash, Accounts and Budget works.

7. **CARETAKER (02)**

Group B (Non-Gazetted) in the Pay Level – 06 (₹35400–112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4200). Vacancy is presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Officers from the Central Government –

(a) Holding analogous post on regular basis; **OR**

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(b) Holding the post in the scale of Pre-revised Pay Band – 1 (₹5200-20200 plus Grade Pay of ₹2400/-) with 08 years of regular service in the grade.

AND

(ii) Possessing a degree of a recognized University or equivalent.

8. **LIBRARY AND INFORMATION ASSISTANT (02)**

Group B (Non-Gazetted) in the Pay Level – 06 (₹35400–112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay of ₹4200). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Officers from the Central Government –

(a) Holding analogous post on regular basis; **OR**

(b) With 06 years of regular service in Pay Level – 05 [Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹2800/-]

AND

(ii) Possessing the qualification and experience as under –

(a) A Bachelor degree in Library Science or Library and information Science from a recognized University or Institute.

(b) Two years professional experience in a Library under the Central Government or State Government or autonomous body or statutory organization or Public sector undertaking or University or recognized Research and educational institution.

Desirable: Diploma in Computer application from a recognized University or Institute.

9. **SENIOR ACCOUNTANT (02)**

Group C (Non-Gazetted) in the Pay Level – 05 (₹29200–92300) of Pay Matrix (Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹2800). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Senior Accountant of Departmentalised Accounting Organisation/Auditor of the Indian Audit Accounts Department. Senior Accountant of CGA Defence, P&T and Railways in that grade; **OR**

(ii) Junior Accountant in the Departmentalised Accounting system or under CGA Accounts Department of Defence, P&T or Railways or Auditor under CAG with a minimum of 05 years experience in that grade; **OR**

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(iii) Assistant in C.S.S. Cadre with 03 months Cash and Accounts training conducted by ISTM.

10. SENIOR ASSISTANT (10)

Group C (Non-Gazetted) in the Pay Level – 04 (₹25500–81100) of Pay Matrix (Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹2400). Vacancies are presently available in Jammu (05) and Srinagar (05) Benches of the Tribunal.

Eligibility criteria:

(i) Officers from the Central Government or State Government or High Courts and Subordinate Courts –

(a) Holding analogous posts on regular basis; OR

(b) Holding posts in Pay Level – 02 of Pay Matrix [Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹1900/-] with 08 years of regular service.

11. JUNIOR ASSISTANT (03)

Group C (Non-Gazetted) in the Pay Level – 02 (₹19900–63200) of Pay Matrix (Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹1900). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

Eligibility criteria:

(i) Officers from the Central Government or State Government or High Courts and Subordinate Courts –

(a) Holding analogous posts on regular basis; **OR**

(b) Holding posts in Pay Level – 01 of Pay Matrix [Pre-revised Pay Band – 1, ₹5200-20200 plus Grade Pay of ₹1800/-] with 03 years of regular service.

AND

(ii) Possessing the following –

(a) 12th Class pass or equivalent qualification from recognized Board or University.

(b) Typing speed of 35 Words per minute in English (Corresponding to 10500 Key Depressions per Hour) or 30 Words per minute in Hindi (Corresponding to 9000 Key Depressions per Hour) on Computer [Time allowed – 10 minutes].

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OTHER TERMS AND CONDITIONS:

1. The period of deputation in respect of the above posts including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.

2. Age Limit: The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

3. Number of vacancies are subject to change. The selected Officer/official may be posted in either CAT Jammu Bench or CAT Srinagar Bench where the vacancy would be available at that relevant point of time.

4. The applications in the given Proforma (duly typed in Double Space) together with attested copies of ACR/APAR for the last five years of the eligible officials who are willing to be considered for the said posts and could be spared immediately, may be forwarded to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35 Copernicus Marg, New Delhi – 110001 (Email ID: pr-catnewdelhi@gov.in and estt-cat@gov.in) within a month from the date of publication of this Circular in the Employment News.

5. While forwarding the applications, certificate to the effect that the Officer/official is clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be furnished.

6. The department while forwarding applications may please ensure that the Officer/official who volunteers for the post shall not be allowed to withdraw his/her name later.

7. This Office will not be in a position to return the documents forwarded along with the application by the applicant/Parent Office of the applicant, irrespective of his/her selection.

8. Officers/officials posted in CAT Srinagar Bench will be eligible for grant of additional allowances in terms of Government rules.

9. Applications received after the expiry of the last date or otherwise found incomplete such as for want of ACR/APAR, vigilance clearance certificate or without the seal of the Office etc. will not be entertained.

Singh
26.09.25

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

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 along with Email Id: .....

4. Contact details of the applicant –
4.1 Mobile Number/Landline Number: .....
4.2 Email ID: .....
4.3 Residential Address: .....

5. Date of Birth: .....
6. Sex (Male/Female): .....

7. Present post held in parent department on regular basis –
7.1 Name/Designation of the post: .....
7.2 Date from which the post is held on regular basis: .....
7.3 Nature of appointment (Adhoc/Regular): .....
7.4 Pay scale of the substantive post: .....

7.5 Pay scale on grant of ACP/APAR or NFSG: .....
7.6 Brief nature of duties performed (May enclose annexure): .....

7.7 Details of Service [Central Govt./State Govt./Others(Specify)]: .....

8. Details of earlier deputation, if any –
8.1 Whether presently holding a deputation post (Yes/No): .....
8.2 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: .....

9. 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	

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

Sl. No.	Degree/Diploma	Year of Passing	Subject Taken	Board/University

11. Category (UR/OBC/SC/ST/PWD): .....
12. Choice of Station/Posting: .....
13. I understand that I shall not be allowed to withdraw my application after selection.

(Signature of the applicant with Date)

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 contemplated 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.

Signature:

Place:
Date:

Name:
Designation:
Office Seal:
Office Email Id: