No. PB/1/8/2023-Estt.I
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

International Year of Cooperatives

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: 22.05.2026

CIRCULAR

Sub.: Filling up of the vacant posts in Central Administrative Tribunal on deputation basis.

It is proposed to fill up the following posts in the Central Administrative Tribunal 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. 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 (05)**

Group A (Gazetted) in the Level – 12 of Pay Matrix (Pre-revised Pay Band – 3, Rs.15600-39100 plus Grade Pay of Rs.7600/-). Vacancies are presently available/likely to be available in Cuttack, Guwahati, Jammu, Jodhpur, Kolkata, Mumbai and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

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

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

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2. **DEPUTY REGISTRAR (07)**

Group A (Gazetted) in the Level – 11 of Pay Matrix (Pre-revised Pay Band – 3, Rs.15600-39100 plus Grade Pay of Rs.6600/-). Vacancies are presently available/likely to be available in Allahabad, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad and Kolkata Bench of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

Officers of the Central Government/State Government/High Courts:

(a) (i) holding analogous post on regular basis; **OR**

(ii) with at least 05 years regular service in the Grade Pay of Rs.5400/-; **OR**

(iii) with at least 06 years of regular service in the Grade Pay of Rs.4800/- or equivalent.

AND

(b) Possessing a degree in Law from a recognized University or equivalent.

3. **PRINCIPAL PRIVATE SECRETARY (01)**

Group A (Gazetted) in the Level – 11 of Pay Matrix (Pre-revised Pay Band – 3, Rs.15600-39100 plus Grade Pay of Rs.6600/-). Vacancies are presently available/likely to be available in Ahmedabad, Chennai, Cuttack, Ernakulam, Guwahati, Jammu and Mumbai Bench of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

Officers of the Central Government/State Government/High Courts holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band – 3 (Rs.15600-39100 plus Grade Pay of Rs.6600/-); **OR** in the grade of Private Secretary with at least 08 years combined regular service rendered in Pay Band – 2 (Rs.9300-34800 plus Grade Pay of Rs.4800/-) and Pay Band – 3 (Rs.15600-39100 plus Grade Pay of Rs.5400/-).

4. **DEPUTY CONTROLLER OF ACCOUNTS (01)**

Group A (Gazetted) in the Level – 11 of Pay Matrix (Pre-revised Pay Band – 3, Rs.15600-39100 plus Grade Pay of Rs.6600/-) for the Principal Bench of the Tribunal at New Delhi.

Eligibility criteria:

(i) The Officers working as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts

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with minimum of 02 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts Service.

(ii) The Accounts Officer with minimum of 10 year service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts Service.

5. **SECTION OFFICER/COURT OFFICER (26)**

Group B (Gazetted) in the Level – 08 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4800/-). Vacancies are available/likely to be available in Principal Bench at New Delhi, Ahmedabad, Allahabad, Bangalore, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Jammu, Jodhpur, Kolkata, Mumbai, Patna and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

Essential:

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

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

(ii) holding posts of Assistants or equivalent in the Pay Band – 2, Rs.9300-34800 with grade pay of Rs.4600 with 08 years regular service;

AND

(b) Possessing a Degree of a recognized University or equivalent.

Desirable: Degree in Law.

6. **PRIVATE SECRETARY (04)**

Group B (Gazetted) in the Level – 08 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4800/-). Vacancies are available/likely to be available in Allahabad, Bangalore, Chandigarh, Chennai, Guwahati, Hyderabad, Jammu, Kolkata, Mumbai and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

Officers holding the post of Stenographers under the Central/State Government/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 (Rs.9300-34800 plus Grade Pay of Rs.4600/-).

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7. **ACCOUNTS OFFICER (08)**

Group B (Gazetted) in the Level – 07 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4600/-). Vacancies are available/likely to be available in Principal Bench at New Delhi, Chennai, Chandigarh, Ernakulam, Kolkata, Mumbai and Patna Bench of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection

Eligibility criteria:

(i) Regular Accounts/Audit Officers from any of the Organized Accounts Department; **OR**

(ii) Officers under the Central Government holding an analogous post on regular basis who have undergone training in Cash and Accounts work in ISTM or equivalent and possess experience in Cash and Accounts and Budget work; **OR**

(iii) Junior Accounts Officer/Accounts Audit Officers or equivalent in the scale of Pre-revised Pay Band – 2 (Rs.9300-34800 plus Grade Pay of Rs.4200/-) with 08/05 years of regular service respectively under C&AG, Defence A/Cs, P&T, Railway A/Cs Department.

8. **ASSISTANT LIBRARY AND INFORMATION OFFICER (05)**

Group B (Gazetted) in the Level – 07 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4600/-). Vacancies are available/likely to be available in Ahmedabad, Allahabad, Bangalore, Chandigarh, Ernakulam, Jodhpur and Lucknow Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

(a) Officers under Central or State Government or High Courts and Courts subordinate thereto–

(i) Holding analogous posts; **OR**

(ii) With at least five years regular service in the Pay Band – 2, Rs.9300-34800 with Grade Pay of Rs.4200/-;

AND

(b) Possessing the qualification and experience as below:

Essential:

(i) A Bachelor Degree in Library Science or Library and Information Science from a recognized University or Institute;

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(ii) Two years' professional experience in a Library under Central or State Government or autonomous or statutory organisation or Public Sector undertaking or University or recognized Research or Educational institution

Desirable:

(i) Master's degree in Library Science or Library and Information Science from a recognized University or Institute;

(ii) Diploma in Computer Application from a recognised University or Institute.

9. **JUNIOR ACCOUNTS OFFICER (07)**

Group B (Non-Gazetted) in the Level – 06 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4200/-) for the Ahmedabad, Allahabad, Cuttack, Guwahati, Jammu, Jodhpur and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

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

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

10. **CARETAKER (05)**

Group B (Non-Gazetted) in the Level – 06 of Pay Matrix (Pre-revised Pay Band – 2, Rs.9300-34800 plus Grade Pay of Rs.4200/-) for the Chennai, Hyderabad, Jammu, Jodhpur, and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

(i) Officers from the Central Government–

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

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

AND

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

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11. SENIOR ACCOUNTANT (07)

Group C (Non-Gazetted) in the Level – 05 of Pay Matrix (Pre-revised Pay Band – 1, Rs.5200-20200 plus Grade Pay of Rs.2800/-) for the Ahmedabad, Cuttack, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Jodhpur, Lucknow and Srinagar Benches of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

(i) Senior Accountant of Departmentalised Accounting Organisation/Auditor of the Indian Audited 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**

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

12. JUNIOR ACCOUNTANT (06)

Group C (Non-Gazetted) in the Level – 04 of Pay Matrix (Pre-revised Pay Band – 1, Rs.5200-20200 plus Grade Pay of Rs.2400/-). Vacancies are at Principal Bench at New Delhi, Allahabad, Bangalore, Chandigarh, Chennai, Kolkata, Mumbai and Patna Bench of the Tribunal or any other Bench of the Tribunal where the vacancy will be available at the time of final selection.

Eligibility criteria:

(i) Junior Accountant experienced in the Departmentalised Accounting system under CGA, P&T Accounts, Defence and Railway Accounts or Auditor under CGA; **OR**

(ii) Upper Division Clerk (Senior Assistant) is CSS or subordinate offices with Cash and Accounts training conducted by ISTM.

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.

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3. Number of vacancies and place of posting are subject to change. The selected Officer/official may be posted in the 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: estt-cat@gov.in and pr-catnewdelhi@gov.in) within 30 days 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 any of the documents provided by the applicant/parent Office of the applicant, irrespective of his/her selection.

8. 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.

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(Preeti Singh)
H.J.S.
Principal Registrar
Central Administrative Tribunal
Principal Bench, New Delhi.

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
   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 (preferably as per $6^{th}/7^{th}$ CPC): _____.
   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.	Degree/Diploma	Year of Passing	Subject Taken	Board/University

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

(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 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: