

F.No. A.32013/4/2016-Ad.1C (CESTAT)

Government of India  
Ministry of Finance  
Department of Revenue  
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Room No.245-A-, North Block,  
New Delhi-110001  
Dated, the 12<sup>th</sup> January, 2017

VACANCY CIRCULAR

Subject:- Filling up of the Posts of Deputy Registrar in Customs, Excise and Service Tax Appellate Tribunal (CESTAT) on deputation basis- reg.

Two posts of Deputy Registrar in the pay band-3 Rs. 15600-39100/- + Grade Pay Rs. 6600/- (pre-revised) in Customs, Excise and Service Tax Appellate Tribunal whose benches are located at Delhi, Mumbai, Kolkata, Chennai, Bangaluru, Ahmadabad, Allahabad, Chandigarh and Hyderabad are to be filled up on deputation basis. The period of deputation including period of 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 to exceed four years. Any unforeseen vacancy which occurs on or before the last date of receipt of applications shall also be considered.

2. The pay, allowances and other terms of the officers selected, will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/90-Estt. (Pay-II), dated 05.01.1994, as amended from time to time.

3. In terms of the Recruitment Rules, the posts are to be filled up from the following categories of officers-

Officers of the Central Government or State Governments or Union Territories -

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years' regular service in the grade in posts in the pay band-3 Rs.15600-39100 plus grade pay of Rs. 5400/- or equivalent in the parent cadre or Department, and

(b) Possessing  
(i) Degree in Law from a recognized university or institute.  
(ii) Five years experience in Judicial or Legal work in the field of Customs, Excise and Service Tax matters.

4. The cadre controlling authorities are requested to forward application of eligible and willing officers in the enclosed proforma, in duplicate, along with the following documents :

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- (i) Complete and up-to-date Annual Confidential Reports dossier or at least photocopies of the APARs of the officer for the five years (2011-12 to 2015-16), duly attested by an officer, not below the rank of an Under Secretary.
- (ii) Cadre clearance certificate;
- (iii) Vigilance clearance / integrity certificates;
- (iv) A statement indicating the major/ minor penalties imposed upon the applicant, during the last 10 years.

5. While forwarding the applications, the particulars furnished by the applicant should be duly verified by parent office. The applications should reach within 45 days from the date of publishing vacancy circular in the Employment News, at the following address:-

Under Secretary (Ad.1C),  
Ministry of Finance, Department of Revenue,  
Room No.245-A, North Block, New Delhi-110001

6. Incomplete applications or applications not received through proper channel or applications received after closing date are liable to be rejected.

7. Applicants may indicate preference of posting, however they are liable to be posted at any of the benches of CESTAT.

8. In the event of selection of the candidate to the post of Deputy Registrar, he will not be allowed to withdraw his candidature subsequently on any ground.

  
(S. Bhowmick)

Under Secretary to Govt. of India  
Tel: 2309 5369

To

- (i) CBEC/ All Ministries/ Departments- for wide circulation and putting on their website.
- (ii) Department of Personnel, All State Governments- for wide circulation and putting on their website
- (iii) SO (Computer)- to upload it on DoR's website.
- ✓ (iv) Registrar, CESTAT for wide circulation and publishing on their website.

1. Name and Address (in Block Letters)	• •
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

Professional training and (iii) work experience over and prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

**16.B Achievements:**  
 The candidates are requested to indicate information with regard to;  
 (i) Research publications and reports and special projects  
 (ii) Awards/Scholarships/Official Appreciation  
 (iii) Affiliation with the professional bodies/institutions/societies and;  
 (iv) Patents registered in own name or achieved for the organization  
 (v) Any research/ innovative measure involving official recognition vi) any other information.  
 (Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

19 Preference of places of posting if any.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts, available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)**