


GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3/2018/ 20899

Dated, Chandigarh the, 14 MAY 2018

A copy of letter No. 24/5-IH(5)-2018/9837 dated 08.05.2018 titled "Vacancy Circular" received from Department of Personnel & Training, Chandigarh Administration is forwarded to the System Analyst, IT Centre, GMCH, Chandigarh with request to e-circulate the same alongwith its enclosures to all the HODs and Branches to bring the contents of the vacancy circular amongst all the employees of this Institute.

  
Superintendent (Estt-IV)  
GMCH, Chandigarh.

1371/9/5/18

009910

17 MAY 2018

**CHANDIGARH ADMINISTRATION**  
**DEPARTMENT OF PERSONNEL & TRAINING**  
**(ESTABLISHMENT BRANCH)**

4<sup>th</sup> Floor, Deluxe Building, U.T. Secretariat, Sector 9-D, Chandigarh - 160009

No. 24/5/19-14(S)/9837

Dated 08/05/2018

To

DP/Gmch  
Sec-32

All the HODs/Boards/Corporations/Institutions  
U.T., Chandigarh

Subject

Vacancy Circular

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Reference on the subject noted above.

2. Enclosed find herewith a copy of circular bearing No. PB-1/6/2010/Estt.I/Vol.II, dated 13.03.2018 issued by Central Administrative Tribunal, Principal Bench, New Delhi for filling up of the vacant posts, for information and necessary action.

  
Superintendent Establishment  
for Secretary Establishment  
Chandigarh Administration Sectt.

LOS(F-III)

for circulation

9/5 OSEIY

9/5/18

9/5/18

EA-3

Regd 10/5/18 RUC



No. PB/1/6/2010/Estt.I/Vol.II  
Central Administrative Tribunal  
Principal Bench

Phone: 011- 23385097  
Fax: 011-23387713  
E-mail: cat-  
delhi@nic.in

61/35, Copernicus Marg  
New Delhi - 110001  
Date: 02.04.2018


To,  
The Registrar/Joint Registrar,  
Central Administrative Tribunal,  
All outlying Benches,

SUB: Publication of vacancy circular – reg.

Sir/Madam

I am directed to forward herewith a copy of Circular of even number dtd. 13.03.2018 inviting applications for filling-up of various vacant posts in the Central Administrative Tribunal on deputation basis, with a request to circulate the same locally amongst Government Offices and High Courts for wide publicity.

Yours faithfully,

  
(Surat Singh)  
Deputy Registrar(E).

Encl : As above.



NO. PB/1/6/2010/Estt.I/Vol.II  
Central Administrative Tribunal  
Principal Bench

Phone: 011- 23385097  
Fax: 011-23387713  
E-mail: [cat-delhi@nic.in](mailto:cat-delhi@nic.in)

61/35, Copernicus Marg,  
New Delhi - 110001  
Date : 13.03.2018

### CIRCULAR

SUB : Filling-up of the vacant posts in the 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 one year which is likely to 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. The name and number of posts, classification, place of posting, tenure, scale of pay and eligibility criteria for filling-up of these posts on deputation basis are as under :-

#### I. JOINT REGISTRAR (2)

Group A (Gazetted) in the scale of pay of Pre-revised Pay Band-3 (Rs.15600 – 39100 Plus Grade Pay of Rs.7600). Vacancies in the grade are presently available at Principal Bench, Allahabad, Cuttack, Guwahati Jabalpur and Jaipur 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 Pre-revised Pay Band-3(Rs.15600-39100 Plus Grade Pay of Rs.6600) with a minimum of five year regular service in the grade ;
- Or
- (ii) Judicial officer with minimum of eight year regular service.

#### II. PRINCIPAL PRIVATE SECRETARY (2) (One each reserved for SC & ST)

Group A (Gazetted) in the scale of pay of Pre-revised Pay Band-3) (Rs.15600-39100 Plus Grade Pay of Rs.6600/-). Vacancies in the grade are presently available at Chandigarh and Cuttack Benches of the Tribunal.



**Eligibility Criteria :-**

**Essential**

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

(a) Holding analogous post on regular basis ;

Or

(b) Eight years of regular service in the posts of Assistant or equivalent in the scale of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay of Rs.4600/-).

and

Possessing a Degree of a recognized University or equivalent.

**Desirable**

Degree in Law.

**V. PRIVATE SECRETARY (11) :-**

Group "B" (Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4800/-). Vacancies in the grade are presently available at Principal Bench, Ahmedabad, Allahabad, Chennai, Jabalpur, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

**Eligibility Criteria :-**

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

(a) Holding analogous post on regular basis ;

Or

(b) Six years of regular service in the scale of Pre-revised Pay Band-2 (Rs.9300 – 34800 Plus Grade Pay of Rs.4600/-).

**VI. ACCOUNTS OFFICER (06) :-**

Group "B" (Gazetted) in the scale of pay of Pre-revised Pay Band – 2 (Rs.9300 – 34800 Plus Grade Pay Rs.4600). Vacancies in the grade are presently available at Bengaluru, Guwahati, Jodhpur, Kolkata, Mumbai and Patna Benches of the Tribunal.

**Eligibility Criteria :-**

(i) Regular Accounts/Audit Officers from any of the Organized Accounts Department.

compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

and

- (iii) Recognized diploma or certificate course in translation from Hindi to English and vice-versa or three years experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices.

#### **VIII. JUNIOR ACCOUNTS OFFICER (07) :-**

Group "B" (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4200). Vacancies in the grade are presently available at Bengaluru, Chennai, Chandigarh, Hyderabad, Lucknow, Ernakulum and Patna Benches of the Tribunal.

##### **Eligibility Criteria :-**

- (a) Officials under the Central Government holding analogous post or SAS Accountant, Junior Accounts Officer in the various Accounting organizations ;

Or

- (b) 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 three years experience of Cash, Accounts and Budget works.

#### **IX. CARETAKER (06)**

Group 'B' (Non-Gazetted) in the scale of pay of Pre-revised Pay Band-2 (Rs.9300-34800 Plus Grade Pay Rs.4200). Selected Officers may be posted in the Bench where the vacancy would be available at that relevant point of time. Vacancies in the grade are presently available at Principal Bench, Bengaluru, Chennai, Cuttack, Ernakulum and Kolkata Benches of the Tribunal.

##### **Eligibility Criteria :-**

- (i) Officers of the Central Government –  
(a) Holding analogous post on regular basis;

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF \_\_\_\_\_  
(To be typed in double space on single side)

01. Name of the Applicant (In Block letters): \_\_\_\_\_
02. Name, Address and Contact No of the office where working at present \_\_\_\_\_
03. Contact Details of the applicant  
a) Mobile No. \_\_\_\_\_  
b) E-Mail ID \_\_\_\_\_  
c) Landline No. \_\_\_\_\_  
d) Residential Address. \_\_\_\_\_
04. Date Of Birth: \_\_\_\_\_
05. Sex (Male/Female) \_\_\_\_\_
06. Date of Entry into the Govt. Service and Service to which the applicant belongs (Central/State/Autonomous) \_\_\_\_\_
07. Present post held:  
a) Date of appointment in the Present post Mention adhoc & regular periods separately \_\_\_\_\_  
b) Pay Band, Grade Pay & Present Basic Pay: \_\_\_\_\_
08. Details of earlier deputations, if any  
a) Whether presently holding deputation post or not: \_\_\_\_\_  
b) If 'yes' please mention, Pay Band, Grade Pay & Present Basic Pay : \_\_\_\_\_
09. Educational qualifications in chronological order (including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects taken	University
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10. Brief Service particulars/ experience details (Give complete detail in chronological order by indicating Pre-revised & Revised scale of the post held) \_\_\_\_\_
11. Whether SC/ST/OBC \_\_\_\_\_
12. Choice of station: \_\_\_\_\_

Signature of the Applicant

Certificate to be furnished by the Head Office

1. Service particulars given above have been verified from the service record of the Applicant and found correct.
2. Certified that no vigilance enquiry/ Disciplinary case is pending or contemplated against the applicant.
3. The officer/official will be relieved of his/her duties from this office to take up assignment in the Central administrative Tribunal, on his/her selection for appointment to the post.

Place :

Date:

Signature  
Designation  
Office seal: