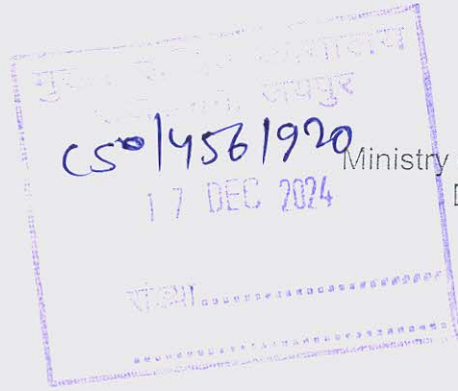


*Saydop*  
16/12



F. No. A-11013/1/2024-AT.  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110001  
Dated: 5<sup>th</sup> December, 2024

### Vacancy Circular

Subject: - Selection for the posts of Administrative Members in Central Administrative Tribunal (CAT) -reg.

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1. **Tribunal:** - The Central Administrative Tribunal has been established under the Administrative Tribunal Act 1985, to adjudicate cases related to service matters of persons appointed under the Government of India. Principal Bench of CAT is situated at New Delhi and its other Benches are situated at 18 places in the country at Ahmedabad, Allahabad, Bangalore, Chandigarh, Madras, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Calcutta, Lucknow, Mumbai, Patna, Jammu and Srinagar. A Member, upon selection, may be posted to any of these places.

2. **Vacancy:** - Applications are being invited for the following existing and anticipated vacancies of Administrative Members in CAT for the year 2025:-

Name of Post	Number of vacancies
Administrative Member	04*

\*the vacancies are liable to vary due to various exigencies.

3. **Qualification:-** The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021 as amended from time to time.

As per Rule 3(5)(c) of the Tribunal (Conditions of service) Rules, 2021, a person shall not be qualified for appointment as Administrative Member, unless he has held the post of Additional Secretary to the Government of India or any other post under the Central Government or a State Government and carrying the scale of pay which is not less than that of an Additional Secretary to the Government of India:

Provided that the officers belonging to the All-India Services who were or are on central deputation to a lower post shall be deemed to have held the post of Additional Secretary from the date such officers were granted proforma promotion or actual promotion whichever is earlier to the level of Additional Secretary and the period spent on Central deputation after such date shall count for qualifying service for the purpose of this clause.

As per proviso under section 3(1) of the Tribunals Reforms Act, 2021, "a person who has not completed the age of 50 years as on the last date for submission for applications, shall not be eligible for appointment as a Member".

4. **Procedure for selection:** - The Search-Cum-Selection Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said posts shall scrutinize the applications with respect to suitability of applicants for the posts by giving due weightage to qualification and experience of candidates and shall shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

5. **Selection for re-appointment:** The Members of Central Administrative Tribunal shall be eligible for re-appointment in the same manner as that for the original appointment, preferably, alongwith all the persons shortlisted in response to the vacancy circular or otherwise. While making its assessment for suitability to a post, the Committee shall give additional weightage to the persons seeking re-appointment for their experience in the Tribunal and while doing so, shall take into account, the performance of the person while working as a Member in the Tribunal.

6. **Application Procedure:-** Applications of eligible and willing officers are requested through proper channel (wherever applicable) and should be accompanied with:-

- (i) Bio-data in the proforma at Annexure-I;
- (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II;
- (iii) Clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years duly attested by a Group A officer;
- (iv) Cadre clearance ;
- (v) Integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III;
- (vi) Statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years,

Duly filled-in (neatly typed) original applications in the prescribed format should reach the Secretary, Department of Personnel and Training, North Block, New Delhi-110001 latest by 5:30 P.M. on or before 15<sup>th</sup> January, 2025 (Wednesday) (by hand or by speed post or registered post).

7. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make their own arrangements.

8. Advertisement and prescribed application form can be downloaded from the websites of DoPT / CAT i.e. [www.dopt.nic.in](http://www.dopt.nic.in) / [www.cgat.gov.in](http://www.cgat.gov.in).

9. Any application received after due date or incomplete application or application without necessary Annexures as mentioned above will not be entertained. This Department will not be responsible for the postal delay/loss of application, for reasons whatsoever. It is therefore, in the interest of the applicants to ensure that their applications reach well within the closing date and time as stipulated.

10. The last date of receipt of the applications will be the crucial date for ascertaining the eligibility of the applicants

11. This appointment process will be subject to outcome of pending matters in Hon'ble Supreme Court and Hon'ble High Courts.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of applications.



(Rishi Pal)

Under Secretary to the Govt. of India (AT)

Tel No. 011 2464 3352

To

1. Secretaries to Government of India.
2. Chief Secretaries of all States/ UTs.
3. Principal Registrar, Central Administrative Tribunal, Copernicus Marg, New Delhi with a request to upload this vacancy circular on CAT's website.

Copy to: NIC with request to upload the vacancy circular on DoPT's website.

**PROFORMA**

APPLICATION FOR APPOINTMENT TO THE POST OF ADMINISTRATIVE MEMBER IN CAT

FRESH  / RE-APPOINTMENT 

(Appropriate option may be ticked ✓)

1. Name :
2. Date of Birth :
3. Category (SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details :

Space for  
photograph  
duly signed  
by candidate

	Residential		Official
	Present	Permanent	
Address:			
Mobile / Phone No.			
Email:			

6. Cadre/Service/Year [Wherever applicable] :

6a. Date of appointment:

6b. Date of retirement:

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ Specialization

8. Work Experience:

8a. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of employer (Govt./PSU/Ministry/Department/any other	Designation, Pay Level and Pay*	Period of Service		Nature of work/ experience
			From	To	

\*Also indicate Sl No. in above, which is equivalent to Additional Secretary (as applicable under the qualification) or above, along with a copy of self attested latest pay slip.

8b. For the experience as Professional record in chronological order starting with present Engagement, list in reverse:

Sl. No.	Details of Profession	Period of Service		Nature of work done*
		From	To	

\*Such as Administration /Service matters /Judicial or Quasi-Judicial /Criminal /Civil /Taxation /Company Affairs/Environmental matters /Finance /Accountancy /Economics