

**VACANCY CIRCULAR**

It is proposed to fill up the under mentioned posts in the Appellate Tribunal for Electricity (Ministry of Power) immediately on deputation/absorption basis. The number of vacancies mentioned may vary and increase/decrease due to administrative reasons:-

Sl. No.	Name of the post (Number of vacancies) / Scale of Pay	Eligibility Criteria
1.	Principal Private Secretary (One)  Pay band –3 Rs.15600-39100/- plus grade pay – Rs.6600/-	Officers of the Central Government or State Government or High Court or District Court or PSUs or Autonomous bodies:-  (a) (i) holding analogous post on regular basis, or (ii) with five years of regular service in the post in pay band- 3 with grade pay of Rs.5400/- or equivalent, or (iii) with six years of regular service in the post in pay band – 2 with grade pay of Rs.4800/- or equivalent; (b) Possessing speed in stenography of 120 w.p.m.(English); and (c) Having knowledge of computers
2.	Private Secretary (Two)  Pay band - 2 Rs.9300-34800/- plus grade pay – Rs.4800/-	Officers of the Central Government or State Government or High Court or District Court or PSUs or Autonomous bodies:- (a) (i) holding analogous post on regular basis; or (ii) with six years regular service in the post in the pay band – 2 with grade pay of Rs.4200/- or equivalent; (b) possessing speed in stenography of 100 wpm (English), and (c) having knowledge of computers
3.	Personal Assistant (Two)  Pay band - 2 Rs.9300-34800/- plus grade pay – Rs.4200/-	Officers of the Central Government or State Government or High Court ; a. (i) holding analogous posts on regular basis; or (ii) with ten years regular service in the post in the pay band -1 Rs.5200-20200/- with grade pay of Rs.2400/- or equivalent; (b) Possessing speed of stenography of 80 w.p.m.(English); (c) having knowledge of computers

4.	Assistant (One)  Pay band - 2 Rs.9300-34800/- plus grade pay – Rs.4200/-	Officers of the Central Government or State Government or High Court or District Court or PSUs or Autonomous bodies:- (a) (i) holding analogous posts on regular basis; or (ii) with ten years regular service in the post in the pay band - 1 Rs.5200-20200/- with grade pay of Rs.2400/- or equivalent; (b) having knowledge of Accounts and Establishment works; (c) having knowledge of computers
5.	Librarian (One)  Pay band - 2 Rs.9300-34800/- plus grade pay – Rs.4200/-	Officers of the Central Government or State Government or High Court or PSUs or Autonomous bodies or recognized universities:- (a) (i) holding analogous posts on regular basis; or (ii) with six years regular service in the post in the pay band – 1 Rs.5200-20200/- with grade pay of Rs.2800/- or equivalent; or (iii) with ten years of regular service in the post in the pay band – 1 Rs.5200-20200/- with grade pay of Rs.2400/- or equivalent; (a) (i) Possessing a degree in Library Science from a recognized university or equivalent; (ii) Having 5 years experience as Librarian or Assistant Librarian in the Library of the Central Govt. or State Govt. or High court or recognized University.
6.	Stenographer Grade D (One)  Pay band – 1 Rs.5200-20200/- plus grade pay Rs.2400/-	Officers of the Central Government or State Government or High Court ; (a) (i) holding analogous posts on regular basis; or (ii) with eight years regular service in the post in pay band – 1 Rs.5200-20200/- with grade pay of Rs.1900/- or equivalent; and (b) (i) 12th passed from a recognized Board or Equivalent. (ii) Skill test norms Dictation : 10 minutes with the speed of 80 wpm Transcription : 50 minutes (English) (on computer)

2. The pay and conditions of deputation/absorption of the officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated the 17th June, 2010, as amended from time to time and other instructions of the Central Govt. issued in this regard from time to time.
3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or Department of Central Govt. shall be five years.
4. The maximum age of the applicant should not be more than 56 years on the closing date of application.

5. The applications as per 'Annexure' (also available in website of this Tribunal), along with attested copies of up-to-date ACRs for the last five years and vigilance clearance, may be forwarded to the undersigned immediately but not later than 19th June, 2012 ( 19.06-2012). Applications not accompanied by copies of ACRs and vigilance clearance will not be entertained.

6. Applications received after due date will not be entertained and be summarily rejected.

7. The Appellate Tribunal for Electricity has been declared eligible for allotment of General Pool accommodation. Officials of the Central Government/All India Services joining the Tribunal would be eligible for allotment/ retention of General Pool residential accommodation, on maturity of their turn in the waiting list, subject to fulfillment of other usual conditions.

(NIRVIKAR)  
Director (Admin)  
Fax No. 011-24368482

To

1. All Ministries/ Department of the Government of India
2. All the officers/ Staff of Ministry of Power
3. Registrars of all Supreme Court and High Courts
4. Registrars of all Tribunals
5. Offices of Controller General of Accounts / Controller General of Defence Accounts / Comptroller & Auditor General of India.
6. Website/Notice Board of APTEL
7. Copy to Ministry of Power with request to forward to Deptt. of Personnel and Training for Display on DoPT website and also for the website of Ministry of Power.
8. The District & Session Judge, Rohini, New Delhi.
9. The District & Session Judge, Saket, New Delhi.
10. The District & Session Judge, Karkardooma, New Delhi.
11. The District & Session Judge, Dawarka, New Delhi.
12. The District & Session Judge, Patiala House, New Delhi
13. National Informatics Centre (NIC) CGO Complex, Lodhi Road, New Delhi.
14. The Director General, CRPF, CISF, ITBP & BSF with the request that the same may kindly be uploaded on your website.
15. The Commissioner, Kendriya Vidyalaya Sangathan New Delhi/ Navodaya Vidyalaya Samiti / National Institute of Open School
16. Vice-Chancellor IGNOU, Delhi University , Jawahar Lal Nehru University, GGSIP University, New Delhi.

APPLICATION FOR THE POST OF -----  
 IN APPELLATE TRIBUNAL FOR ELECTRICITY ON  
 DEPUTATION/ABSORPTION BASIS

Passport Size  
 photograph duly  
 attested by the  
 present employer

S1. No	PARTICULARS						
1.	Name in block letters						
2.	Complete Office Address (in Block letters)						
3.	Residential Address						
4.	Telephone No. & Mobile No. with Fax and e-mail address (if any)						
5.	Date of birth (in Christian era)						
6.	Whether belongs to SC/ST						
7.	Date of retirement under Central/State Govt. Rules						
8.	Educational Qualifications						
9.	Post held presently with date from which held with pay scale/ pay band/ grade pay						
10.	Whether held on permanent/temporary/ad-hoc/deputation basis.						
11.	Post held on regular (i.e. substantive) basis and the date from which held with pay scale/pay band/grade pay						
12.	Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient						
	Office/Instt/ Organisation	Post held	Permanent/ Temporary/ Deputation /Ad-hoc	From	To	Pay Band/Grade Pay and basic pay	Nature of duties
	-						
13.	In case the present employment is held on deputation/temporary/adhoc basis <ul style="list-style-type: none"> <li>a) The date of initial appointment</li> <li>b) The period of appointment on deputation/temporary/ad-hoc</li> <li>c) Name of the parent office/organization to which you belong.</li> </ul>						
14.	Additional details about your present employment Please						

	state whether working under- a) Central Government b) State Government c) Autonomous Organizations d) Government Undertakings e) Universities	
15.	Are you in Revised Scale of pay (6th CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
16.	Total emoluments per month now drawn	
17.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
18.	Remarks	

Date:-----

(SIGNATURE)

Mobile No.-----

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct. It is also certified that no vigilance case is either pending or being contemplated against the applicant.

Date:-----

Signature of the Officer-----

Designation -----

Seal -----

