

**No.1/1/2010-Adm/APTEL**  
**Appellate Tribunal for Electricity**  
**Website: [www.aptel.gov.in](http://www.aptel.gov.in)**

**Core-4, 7<sup>th</sup> floor, SCOPE Complex,  
New Delhi, the 23<sup>rd</sup> February, 2010.**

**VACANCY CIRCULAR**

It is proposed to fill up the under mentioned posts in the Appellate Tribunal for Electricity immediately on deputation basis:-

<b>S.No.</b>	<b>Name of the post</b>	<b>Eligibility Criteria</b>
1.	Principal Private Secretary Rs.10000-325-15200 (pre-revised) (Three)	Officers holding post under Central Govt. (a) (i) holding analogous posts, or (ii) with eight years of service in the scale of pay of Rs.6500-10500; and (b) Possessing speed of stenography 100 w.p.m.
2.	Court Master Rs.6500-200-10500 (pre-revised) (one)	(a) Officers possessing a bachelor's degree or equivalent; (b) having speed of 100 WPM in shorthand (English) (i) holding analogous posts on regular basis; or (ii) with five years regular service in the scale of Rs.5500-175-9000 or equivalent
3.	Private Secretary Rs.6500-200-10500 (pre-revised) (Three)	Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with three years regular service in the scale of Rs.5500-9000 or equivalent; or (iii) with six years regular service in the scale of Rs.5000-8000 or equivalent; or (iv) with eight years regular service in the scale of Rs.4500-7000 or equivalent; (b) possessing speed of stenography 100 wpm(English/Hindi)
4.	Assistant Rs.5500-175-9000 (pre-revised) (One)	1. Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with ten years regular service in the scale of Rs.4000-6000 or equivalent.
5.	Personal Assistant Rs.5500-175-9000 (pre-revised) (One)	Officers under the Central Government a) i) holding analogous posts or regular basis; or ii) with eight years regular service in the scale of Rs.4000-6000 or equivalent. b) Possessing speed of stenography of 100 w.p.m.(English/Hindi)
6.	Stenographer (one)	Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) Lower Division Clerk with five years regular service in the scale of Rs.3050-4590 or equivalent; (b) Possessing speed of stenography of 100 w.p.m.(English/Hindi)
7.	Cashier Rs.3050-75-4590 (one)	Eligibility : Officers under the Central Government (a) (i) Holding analogous post on regular basis; (ii) Experience of cash and accounts in the Ministry/Dept. In case of non-availability of officers Outsourcing on contract basis [Eligibility: Graduate with computer knowledge preferably accounts and cash handling experience]
8.	Lower Division Clerk Rs.3050-75-4590 (one)	Eligibility : Officers under the Central Government (a) (i) Holding analogous post on regular basis; In case of non-availability of officers Outsourcing on contract basis [Eligibility: Graduate with computer knowledge preferably accounts and cash handling experience]

2. The pay of the official selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/91-Estt.(Pay-II) dated the 5<sup>th</sup> January, 1994, as amended from time to time.

3. The applications as per 'Annexure-I' (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 not later than 23.03.2010. Applications not accompanied by copies of ACRs and vigilance clearance will not be entertained.

4. 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.

**(ATUL SHARMA)**  
**Adm-cum-Accounts Officer**  
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To,

1. All Ministries/ Department of the Government of India
2. All the officers/ Staff of Ministry of Power
3. Registrars of all High Courts
4. Registrars of all Tribunals
5. Webmasters of Ministry of Power and APTEL

**APPLICATION FOR THE POST OF \_\_\_\_\_ IN THE  
APPELLATE TRIBUNAL FOR ELECTRICITY ON DEPUTATION BASIS**

<b>S.NO.</b>	<b>PARTICULARS</b>											
1.	Name in block letters											
2.	Name of the Office/Department where presently working											
3.	Present post held & Scale of pay. [In case presently on deputation please also indicate the regular post, scale & office in which employed]											
4.	Tel. no. with Fax and e-mail address (if any)											
5.	Duration of service in the present scale of Pay											
6.	Date of birth (in Christian Era)											
7.	Date of superannuation											
8.	Educational Qualification											
9.	Details of Employment, in Chronological order											
	<table border="1"><thead><tr><th><b>Office</b></th><th><b>Post held</b></th><th><b>From</b></th><th><b>To</b></th><th><b>Nature of Duties</b></th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	<b>Office</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Nature of Duties</b>						
<b>Office</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Nature of Duties</b>								
10.	Date of return from the Ex-cadre post, if any											
11.	Whether belong to SC/ST											
12.	Additional Information, if any, which the applicant likes to furnish in support of his suitability for the post. Enclose a separate sheet, if the space is insufficient.											

Place :

Date :

(Signature of the Candidate)

**Endorsement by the Office**

It is certified that the particulars given by the applicant are correct as per his/her service records. It is also certified that no vigilance case is either pending or being contemplated against the applicant.

Signature of the Officer.....

Designation .....

Station .....

Date \_\_\_\_\_