

**Appellate Tribunal for Electricity**  
**Ministry of Power**  
**Website: [www.aptel.gov.in](http://www.aptel.gov.in)**  
 Core-4, 7<sup>th</sup> floor, SCOPE Complex, Lodhi  
 Road, New Delhi-110003

No.1/1/2022-Adm/APTEL-II/148/25

Dated 9<sup>th</sup> July 2025

### **VACANCY CIRCULAR**

APTEL proposes to fill up the post of Director (Administration), Court Master, Judicial Assistant (Filing), Personal Assistant and Librarian in the Appellate Tribunal for Electricity on deputation/absorption basis.

Sl.	Name of the post	Eligibility Criteria
(i)	Director (Administration) 01 (One Post) Level-12 (78,800-2,09,200)	<p><b>Deputation:</b> - Officers of the Central Government or State Governments or Public Sector Undertakings or Autonomous Bodies or Tribunals: -</p> <p>(a) (i) holding analogous post on regular basis; or            (ii) with five years regular service in the post in level 11 in the pay matrix; or            (iii) with eight years combined regular service in the post in level 9 and level 10 in the pay matrix.</p> <p>(b) having five years' experience in the area of Administration, Personnel Management, Establishment matters accounting and protocol in officers of the Central or State Government or Public Sector Undertakings or Autonomous Bodies or Tribunals; and</p> <p>(c) possessing Bachelor's degree from a recognised University or equivalent.</p> <p><b>Note 1:-</b> The officer of the Appellate Tribunal for Electricity in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:-</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or other organization or Department of Central Government shall be five years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
(ii)	<p><b>Court Master (One post)</b>  <b>Pay Level-7</b>  <b>(Rs.44,900- 1,42,400)</b>            By promotion failing which by deputation/absorption failing both by direct recruitment.            Note :- Officer appointed on the post of Court Master on deputation basis and willing to get permanently absorbed on the said post, may on completion of</p>	<p><b>Deputation/absorption:</b>            Officer of the Central Government or State Government or High Court or District Court or Autonomous Bodies or Public Sector Undertakings or Tribunals or Recognized Universities of Central or State Government.</p> <p>(a) (i) holding analogous post on regular basis; or            (ii) with five years regular services in the post in level 6 in the pay matrix or equivalent;            (b) possessing Bachelor's degree from a recognized university or equivalent;</p>

	<p>two years of service on deputation terms, exercise his/her option for permanent absorption on the said post and the appointing authority may in its discretion, take such decision, as it considers appropriate.</p>	<p>(c) possessing speed in stenography of 100 words per minute (English); and (d) Having knowledge of computers.</p> <p><b>Note 1:-</b> The officer of the Appellate Tribunal for Electricity in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:-</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or other organization or Department of Central Government shall be five years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
iii	<p><b>Judicial Assistant (Filing) (One post) Pay Level-6 (Rs.35,400- 1,12,400) By Deputation/absorption</b></p> <p><b>Note :-</b> Officer appointed on the post of Judicial Assistant (Filing) on deputation basis and willing to get permanently absorbed on the said post, may on completion of two years of service on deputation terms, exercise his/her option for permanent absorption on the said post and the appointing authority may in its discretion, take such decision, as it considers appropriate.</p>	<p><b>Deputation/absorption: -</b> Officer of the Central Government or State Government or High Court or District Court or Autonomous Bodies or Public Sector Undertakings or Tribunals or Recognized Universities of Central or State Government.</p> <p>(a) (i) holding analogous post on regular basis; or (ii) with six years regular services in the post in level 5 in the pay matrix or equivalent; or (iii) with ten years regular services in the post in level 4 in the pay matrix or equivalent; (b) possessing degree in law from a recognized University or equivalent (c) Having knowledge of computers.</p> <p><b>Note 1:-</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or other organization or Department of Central Government shall be five years.</p> <p><b>Note 2:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
(iv)	<p><b>Personal Assistant (Three posts) Pay Level-6 (Rs.35,400- 1,12,400)</b></p> <p>By promotion failing which by deputation/absorption failing both by direct recruitment.</p> <p><b>Note:-</b> Officer appointed on the post of Personal Assistant on deputation basis and willing to get permanently absorbed on the said post, may on completion of two years of service on deputation terms, exercise his/her option for permanent absorption on the said post and the appointing authority may in its discretion, take such decision, as it considers appropriate.</p>	<p><b>Deputation/absorption:</b> Officer of the Central Government or State Government or High Court or District Court or Autonomous Bodies or Public Sector Undertakings or Tribunals or Recognized Universities of Central or State Government.</p> <p>(a)(i) holding analogous post on regular basis; or (ii) with ten years regular services in the post in level 4 in the pay matrix or equivalent; (b) possessing speed in stenography (English) of 80 words per minute; (c) Having knowledge of computers.</p> <p><b>Note 1:-</b> The officer of the Appellate Tribunal for Electricity in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:-</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or other</p>

		organization or Department of Central Government shall be five years. <b>Note 3:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
(v)	<p><b>Librarian</b> <b>(One post)</b> <b>Pay Level-6</b> <b>(Rs.35,400- 1,12,400)</b></p> <p>By deputation/absorption failing both by direct recruitment.</p> <p><b>Note :-</b> Officer appointed on the post of Librarian on deputation basis and willing to get permanently absorbed on the said post, may on completion of two years of service on deputation terms, exercise his/her option for permanent absorption on the said post and the appointing authority may in its discretion, take such decision, as it considers appropriate.</p>	<p><b>Deputation/absorption: -</b> Officers of the Central Government or State Government or High Court or District Court or Autonomous Bodies or Public Sector Undertakings or Tribunals or Recognized Universities of Central or State Government:</p> <p>-</p> <p>(a)(i) holding analogous post on regular basis; or</p> <p>(ii) with six years regular service in the post in level 5 in the pay matrix or equivalent; or</p> <p>(iii) with ten years regular service in the post in level 4 in the pay matrix or equivalent;</p> <p>(b) (i) possessing a degree in Library Science from a recognized University or equivalent</p> <p>(ii) having five years' experience as Librarian or Assistant Librarian in the Library of the Central Government or State Government or High Court or recognized University or any other Government Department or equivalent.</p> <p>(c) Having knowledge of computers.</p> <p><b>Note 1:-</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or other organization or Department of Central Government shall be five years.</p> <p><b>Note 2:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>

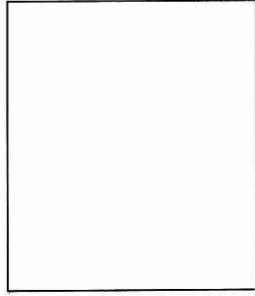
- The pay and conditions of deputation / absorption of the officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated the 17<sup>th</sup> June, 2010, as amended from time to time and other instructions of the Central Govt. issued in this regard from time to time.
- The absorption shall be as per the provisions of the relevant recruitment rules of the post.
- 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.
- The maximum age of the applicant should not be more than 56 years on the closing date of application.
- The application Form, as per '**Annexure**' (also available in website of this Tribunal), along with attested copies of up-to-date ACRs/APAR for the last five years and vigilance clearance, may be forwarded to the undersigned **within six weeks** from the date of publication of vacancy circular in Employment News. Applications not accompanied by copies of ACRs/APAR and vigilance clearance will not be entertained.
- 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 fulfilment of other usual conditions.

8. Number of vacancies may vary and the Appellate Tribunal for Electricity reserves its right for changes in vacancy position or to cancel the recruitment process in respect of any of the above vacancies.

Registrar, APTEL  
Phone No. 011-24361518  
Email: [aao-aptel@nic.in](mailto:aao-aptel@nic.in)

Copy to :-

1. PPS to Hon'ble Chairperson, APTEL.
2. PPS to Registrar, APTEL.
3. PPS to all Members, APTEL
4. Registrar General, Hon'ble Supreme Court of India.
5. Registrar General, All Hon'ble High Courts.
6. Registrar of all District Courts.
7. Registrar, All Tribunals.
8. Website of APTEL
9. Notice board.

**Application For the Post of \_\_\_\_\_ on  
Deputation/Absorption basis in The Appellate Tribunal For Electricity**

1. Name of the Applicant (in block letters) : .....
2. Father's/ Husband's Name : .....
3. Date of Birth (dd/mm/yy) : .....
4. Gender (M/F) : .....
5. Address for correspondence : .....  
.....  
.....
6. Contact No. (a) Mobile : .....  
(b) Landline : .....  
(c) E-mail : .....
7. Educational Qualification (in chronological order):

Education Qualification	Board/University	Year of Passing	Division

**8. Details of Employment (in chronological order):**

Office/ Institutions/ Organizations	Pay Scale with Grade Pay (MACP Granted, please specify)	From	To	Please state whether working under Central/State Govt/Autonomous Org. or other category	Post held Permanent/ Deputation

**9. Nature of duties with the present post:**

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**10. In case the present employment is held on deputation, please state:**

- a) The date of appointment : .....
- b) Period of appointment on deputation : .....
- c) Name of the parent office/organization : .....  
to which you belong:

**11. Additional information, if any, which you would like to mentioned in support of your suitability for the post**

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Date:

(Signature of the Candidate)  
Address:

Contd.....



## **CERTIFICATE**

**(To be filled in by the authority forwarding the application)**

**Certified that :**

- i) The particulars furnished by the candidates have been checked from available records and found correct.
- ii) It has been verified that the candidate is eligible as per conditions mentioned in the circular
- iii) No vigilance/departmental case is either pending or being contemplated against the candidate.
- iv) Certified that copies of last 5 year ACRs duly certified by Gazetted officer are attached.
- v) There is no doubt about the integrity of the candidate.
- vi) In the event of the selection of the candidate, this organization shall have no objection to relieve him.

**Date :**

**Place :**

**Signature of the Officer.....**

**Designation .....**

**Address .....**

**Telephone No.**

**(Office Seal)**

.....

Date \_\_\_\_\_

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