

No.1/5/2011-Adm/APTEL
Appellate Tribunal for Electricity
Website: www.aptel.gov.in

Core-4, 7th floor, SCOPE Complex,
New Delhi, the 2nd August, 2011

VACANCY CIRCULAR

It is proposed to fill up the under mentioned posts in the Appellate Tribunal for Electricity immediately/in near future on deputation/absorption basis. Most of the posts are lying vacant in this Tribunal except those against which the date when will fall vacant is mentioned. The number of vacancies mentioned may vary:-

Sl. No.	Name of the post (Number of vacancies) / Scale of Pay	Eligibility Criteria
1	Registrar (One) On deputation only 01.12.2011 (Date when will fall vacant) Pay band – 4 Rs.37400-67000/- plus grade pay – Rs.10000/-	Officers of the Central Government or State Government or Supreme Court or High Court or District Court possessing degree in law from a recognized university or equivalent:- (e) holding analogous posts on regular basis, or (f) with two years of regular service in the post in pay band-4 grade pay of Rs.8900/- or equivalent; or (g) with three years of regular service in the post in pay band-4 with grade pay of Rs.8700/- or (h) holding post of District Judge or Additional district Judge or Registrar or Additional Registrar, on regular basis; or (i) with five years of regular service in the post of Joint Registrar of a High Court.
2.	Deputy Registrar (One) 04.10.2011 (Date when will fall vacant) Pay band –3 Rs.15600-39100/- plus grade pay – Rs.7600/-	Officers of the Central Government or State Government or High Court or District Court or Autonomous bodies or Tribunals or Universities possessing degree in law from a recognized university or equivalent:- (a) holding analogous posts on regular basis, or (b) with five years of regular service in the post in pay band-3 with grade pay of Rs.6600/- or equivalent; or (c) with ten years combined regular service in the pay band-3 with grade pay of Rs.6600/- and Rs.5400/- ; or (d) holding post of Additional Registrar or Joint Registrar or Deputy Registrar in a High Court on regular basis; or (e) with five years of regular service as Judicial Officer in a High Court.

3.	<p>Director (Administration) (One) On deputation only</p> <p>12.01.2012 (Date when will fall vacant)</p> <p>Pay band –3 Rs.15600-39100/- plus grade pay – Rs.7600/-</p>	<p>Officers of the Central Government or State Government or Public Sector Undertakings (PSUs) or Autonomous bodies or Tribunals :-</p> <p>(a) (i) holding analogous posts on regular basis, or (ii) with five years of regular service in the post in pay band- 3 with grade pay of Rs.6600/-; and</p> <p>(b) Having five years experience in the area of Administration, Personnel Management, Establishment Matters, Accounting and Protocol in offices of the Central or State Government or PSUs or Autonomous Bodies or Tribunals.</p>
4.	<p>Administrative-cum-Accounts Officer (One)</p> <p>Pay band –3 Rs.15600-39100/- plus grade pay – Rs.6600/-</p>	<p>Officers of the Central Govt. or State Govt. or PSUs or Autonomous Bodies:-</p> <p>(a) (i) holding analogous posts on regular basis, or (ii) with five years of regular service in the post in the pay band – 3 with grade pay of Rs.5400/- or equivalent, or (iii) with six years regular service in the post in pay band – 2 with grade pay of Rs.4800/- or equivalent; and</p> <p>(b) Possessing a Bachelor degree from a recognized University or equivalent and having five years experience in Administrative, Accounts, Establishment matters and Protocol in Office of the Central Govt. or State Govt. or PSUs or Autonomous Bodies.</p>
5.	<p>Principal Private Secretary (One)</p> <p>Pay band –3 Rs.15600-39100/- plus grade pay – Rs.6600/-</p>	<p>Officers of the Central Government or State Government or High Court or District Court or PSUs or Autonomous bodies:-</p> <p>(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;</p> <p>(b) Possessing speed in stenography of 120 w.p.m.(English); and</p> <p>(c) Having knowledge of computers</p>

6.	Private Secretary (Four) 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
7.	Accountant (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
8.	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
9.	Personal Assistant (One) 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

10.	<p>Librarian (One)</p> <p>Pay band - 2 Rs.9300-34800/- plus grade pay – Rs.4200/-</p>	<p>Officers of the Central Government or State Government or High Court or PSUs or Autonomous bodies or recognized universities:-</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with six years of 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;</p> <p>(b) (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.</p>
11.	<p>Stenographer Grade D (One)</p> <p>Pay band – 1 Rs.5200-20200/- plus grade pay Rs.2400/-</p>	<p>Officers of the Central Government or State Government or High Court ;</p> <p>(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</p> <p>(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)</p>
12.	<p>Cashier (One)</p> <p>Pay band – 1 Rs.5200-20200/- plus grade pay Rs.1900/-</p>	<p>Officers of the Central Government or State Government or High Court ;</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with three years regular service in the post in pay band – 1 with grade pay of Rs.1800/- ;</p> <p>(b) Possessing 10+2 pass certificate from a recognized Board or equivalent;</p> <p>(c) having knowledge of cash and accounts work; and (d) having knowledge of computers</p>
13.	<p>Lower Division Clerk (One)</p> <p>Pay band – 1 Rs.5200-20200/- plus grade pay Rs.1900/-</p>	<p>Officers of the Central Government or State Government or High Court ;</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with three years regular service in the post in pay band – 1 with grade pay of Rs.1800/- and;</p> <p>(b) (i) 12th passed from a recognized Board or</p>

		Equivalent. (ii) Skill test norms (on computer) English typing with the speed of 35 wpm Hindi typing with the speed of 30 wpm
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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 14th September, 2011. Applications not accompanied by copies of ACRs and vigilance clearance will not be entertained.

6. 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.

Sd/-
(GIRISH SAHAI)
Director (Adm)
Fax No. 011-24368479
Email: aao-aptel@nic.in

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.

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

S.No.	PARTICULARS				
1.	Name in block letters				
2.	Name of the Office/Department where presently working				
3.	a. Present post held b. Pay Band & Grade Pay c. Pay in Pay Band & Grade Pay [In case presently on deputation, indicate above details of regular post held also]				
4.	Tel. no. & Mobile No. with Fax and e-mail address (if any)				
5.	Date of appointment in the present grade (holding on regular basis)				
6.	Date of birth (in Christian Era)				
7.	Date of superannuation				
8.	Educational Qualification				
9.	Details of Employment, in Chronological order				
	Office	Post held with Pay Scale/Pay Band & Grade Pay (indicate whether on regular basis or otherwise)	From	To	Nature of Duties
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
Seal

Date _____