

No. 2 (172)/ AT/ 2022
Government of India
Ministry of Finance
Appellate Tribunal (SAFEMA)
'A' Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110023
Tel: 011-20819916/15

Dated: 19th July, 2023

Vacancy Circular

Subject: Engagement of retired Government Employees as Consultant Appellate Tribunal

Applications are invited from eligible candidates fulfilling the eligibility criterion mentioned below for engagement of retired Central Government Employees as 'Consultant' (in the level of Sr. PPS/ PPS/ Sr. PS/ PS) purely on contractual basis, initially for a period of 01 year or till such vacancy is filled with regular incumbent, whichever is earlier. Details regarding eligibility criteria, terms of references etc. are as follows

Name of Post/ Scale	No. of vacancy	Age Limit	Experience
Sr. Principal Private Secretary (pay level 12/ equivalent)	1 (one)	Should not be more than age of 63 years.	Officers retired from the post of Sr. PPS of Central Secretariat Stenographer's Service or any other similar service at equivalent level Experience: English stenography speed @100 w.p.m. (7 minutes dictation to be transcribed in 50 minutes on computer) Desirable: Preference will be given to those who have experience of working in Courts/ Tribunals / Adjudicating Authority
Principal Private Secretary (Pay level 11/ equivalent)	1 (One)	Should not be more than age of 63 years.	Officers retired from the post of PPS of Central Secretariat Stenographer's Service or any other similar service at equivalent level Experience: English stenography speed @100 w.p.m. (7 minutes dictation to be transcribed in 50 minutes on computer) Desirable: Preference will be given to those who have experience of working in Courts/ Tribunals / Adjudicating Authority

Sr. Private Secretary (Pay level 8/ equivalent)	1 (One)	Should not be more than age of 63 years.	Officers retired from the post of Sr. Private Secretary of Central Secretariat Stenographer's Service or any other similar service at equivalent level Experience: English stenography speed @100 w.p.m. (7 minutes dictation to be transcribed in 50 minutes on computer) Desirable: Preference will be given to those who have experience of working in Courts/ Tribunals / Adjudicating Authority
Private Secretary (Pay Level-7/ equivalent)	2 (Two)	Should not be more than age of 63 years.	Officers retired from the post of Private Secretary/ Personal Assistant of Central Secretariat Stenographer's Service or any other similar service at equivalent level Experience: English stenography speed @100 w.p.m. (7 minutes dictation to be transcribed in 50 minutes on computer) Desirable: Preference will be given to those who have experience of working in Courts/ Tribunals / Adjudicating Authority

2. GENERAL TERMS & CONDITIONS

2.1 Remuneration: Remuneration of Consultants so engaged will be fixed in accordance to DoE guidelines issued vide OM No. 3-25/2020 -E. III.A dated 09.12.2020. Remuneration so fixed will remain unchanged during entire period of contract.

2.2 Allowances:

- a. **House Rent Allowance** - No HRA shall be admissible.
- b. **Transport Allowance** - An amount of Rs. 3000/- per month or at the rate applicable to the Government Employee at the time of retirement, whichever is lower, will be paid as transport allowance to commute between residence and office during the period of contract. However, retired employees engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

2.3 Leaves Of Absence - Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

- 2.4 Drawal of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/ her engagement as consultant. His/ her engagement as Consultant shall not be considered as a case of re-employment.
- 2.5 Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.
- 2.6 Working Hours:** Consultants may follow the normal working hours as prescribed [i.e. 09:30 AM to 06:00 PM], however, as per the exigency one has to sit late to complete the time bound work.
- 2.7 Duties:** Consultants may also require to undertake dictations in open Court Rooms or in the chamber of the Hon'ble Chairman or Member as the case may be apart from other duties assigned to them.
- 2.8** The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Appellate Tribunal.
- 2.9** The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.
- 2.10** No TA/ DA shall be payable to the Retired Government Employee for attending skill test/ interview.

3. CONFIDENTIALITY OF DATA AND DOCUMENTS

- 3.1** The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Appellate Tribunal shall remain with the Appellate Tribunal.
- 3.2** No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Appellate Tribunal without the express written consent of the Appellate Tribunal.
- 3.3** The consultant shall be bound to hand-over the entire set of records of assignment to the Appellate Tribunal before the expiry of the contract and before the final payment is released by the Appellate Tribunal.

4 CONFLICT OF INTEREST

- 4.1** The Consultant appointed by the Appellate Tribunal shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Appellate Tribunal nor will he indulge in any activity outside the terms of the contractual assignment.

- 4.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Appellate Tribunal.

5. TERMINATION OF ENGAGEMENT

- 5.1 The engagement of Consultants can be terminated by the Appellate Tribunal at any time without assigning any reason thereof by giving them 15 days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement. Appellate Tribunal may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Appellate Tribunal ;
- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Appellate Tribunal ;
- iv. The Consultant is found lacking in honesty and integrity.

- 5.2 The uniform instructions/ guidelines for engagement of consultant are under process in Department of Personnel & Training. If there would be any variation between this Appellate Tribunal and DoP&T guidelines, the later will prevail. The engagement of consultant will stand terminated with effect from the date of issue of DoP&T guidelines.

6. RIGHTS OF THE APPELLATE TRIBUNAL:

Appellate Tribunal has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

7. In case of any ambiguity or conflict in the terms and conditions as per this circular and DoE OM No. 3-25/2020 -E. III.A dated 09.12.2020, the later shall prevail.

8. Guidelines for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID registrar-atfp@gov.in or through Speed Post to Registrar, Appellate Tribunal, A Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110023 by 18.08.2023 with subject bearing "Application for Consultant". No other means of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested documents:

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience

Scanned copies of the documents should be submitted in pdf format only.

Encl. A/a


19/07/2023
(Anoop Kumar Parmar)
Registrar, Appellate Tribunal
Email: registrar-atfp@gov.in

To:

1. All Ministries/ Department under the Central Government - with request to host it on their website and notice board for publicity
2. Under Secretary (CA Cell), North Block, New Delhi - with request to host it on DoR's website as well as websites of CBIC and CBDT
3. Notice Board.

ANNEXURE-I

Application for the post of Consultant in the Appellate Tribunal, SAFEMA

Recent
Passport Size
Photograph

Sl No.	Particulars	To filled by the applicant
1.	Full Name (in BLOCK LETTERS)	
2.	Father's/Husband's Name	
3.	Date of Birth (dd/mm/yyyy)	
4.	Contact Details	Mobile No.: Tel No.: email ID
5.	Address for Communication	PIN:
6.	Date of Joining of Government Service	
7.	Age as on Date (YY/MM)	
8.	Category (SC/ST/OBC)	
9.	Whether physically handicapped	
10.	Date of retirement and the post from which retired (enclose copy of retirement order)	
11.	Name of the Ministry/ Appellate Tribunal /State Government/ PSU/ Court/ Tribunal from which retired	
12.	Last Pay Drawn (please enclose copy)	
13.	Designation at the time of retirement	
14.	Educational/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)	
15.	P.P.O. No (Please enclose copy)	
16.	Speed in English Shorthand	
17.	Whether posses experience of working in any court/ Tribunal/ Adjudicating Authority etc	
18.	Details of Computer Knowledge	
19.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Appellate Tribunal of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:

Signature

Date:

(Full name of the applicant)