

GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
4th Floor, Room No.476, Hotel Samrat, Kautilya Marg, Chanakyapuri,
New Delhi-110021, Tel: +91-11-26111234, 26110000

No.3/7/2013/Vol-IV-B/Admn. /TDSAT/

Dated: 28th October, 2024

VACANCY CIRCULAR

Applications are invited for filling up the posts of Deputy Registrar, Administrative Officer, Court Master/PS and PA/Stenographer Gr. 'C' in the office of Telecom Disputes Settlement & Appellate Tribunal (TDSAT), New Delhi on deputation/contract basis from suitable candidates, who fulfill the eligibility shown below :-

(A) Eligibility and terms and conditions for appointment on deputation basis:

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7 th CPC	Eligibility Conditions
1.	Deputy Registrar	1	Level -12 as per Pay Matrix of 7 th CPC (Rs.78,800 -2,09,200)	<p>Officers of Central or State Government or Union Territories or autonomous or statutory organisation or Public Sector Undertakings or University or Recognised Research Institution or Courts or Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department; or (b) with five years' regular service in the level-11 of the pay matrix;</p> <p>and</p> <p>(ii) (a) having a Bachelor's degree in Law from a recognised University or Institution;</p> <p>and</p> <p>(b) having at least Eleven years' experience in the field of personnel, administrative and legal matter.</p> <p>Note 1: The period of deputation in the post including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organisation or</p>

				<p>Department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
2.	Administrative Officer	1	<p>Level -8 as per Pay Matrix of 7th CPC (Rs.47,600 -1,51,100)</p>	<p>Officers of Central or State Government or Union Territories or autonomous or statutory organisation or Public Sector Undertakings or University or Recognised Research Institution or Courts or Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department;</p> <p>or</p> <p>(b) with two years' regular service in the level- 7 of the pay matrix of 7th CPC.</p> <p>Note 1: The period of deputation in the post including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
3.	Court Master (Shorthand)/ Private Secretary	1	<p>Level 8 as per Pay Matrix of 7th CPC (Rs.47,600 -1,51,100)</p>	<p>Personal Assistant or Steno Grade 'C' of Central or State Government or Union Territories:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department;</p> <p>or</p> <p>(b) with two years' regular service in the level-7 of the pay matrix of 7th CPC.</p> <p>Note 1: The period of deputation in the post</p>

				<p>including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
4.	Personal Assistant or Stenographer Grade 'C'	2	Level 6 of the Pay Matrix of 7 th CPC (Rs.35,400 -1,12,400)	<p>Officers of Central or State Government or Union Territories or autonomous or statutory organisation or Public Sector Undertakings or University or Recognised Research Institution or Courts or Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(b) with ten years' regular service in the level 4 of the 7th CPC pay matrix.</p> <p>Note 1: The period of deputation in the post including the period of deputation in another ex-cadre post held immediately preceding in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>

The applications in the prescribed Proforma (**Annexure-I**) available on the website of TDSAT(www.tdsat.gov.in), from eligible officers/officials who can be spared in the event of their selection may be forwarded through proper channel in the name of the Registrar-cum-Principal Secretary, TDSAT, Room No.476, 4th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021, **within 60 days** of publication of this circular/advertisement in the Employment News along with (a) up-to-date photo copies of the annual confidential reports/APAR for the last five years; (b) Vigilance Clearance

Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any.

Note: The conditions of eligibility, length of service, experience etc. for any post(s) mentioned in this circular/advertisement can be relaxed at the sole discretion of the competent authority in deserving cases.

The pay of the officer/official selected on deputation basis will be regulated in accordance with DOP&T, O.M. No.6/8/2009-Estt. (Pay II), dated 17.06.2010 as amended from time to time.

(B) Eligibility and terms and conditions for appointment to the post of Court Master (Shorthand)/ Private Secretary and Personal Assistant/ Stenographer Grade 'C' on contract basis:-

1. Retired officials who have superannuated/ about to superannuate from Courts/ Tribunals/Central/State Government/ PSUs/Autonomous bodies within six months may apply on contractual basis.

2. **Remuneration:**

(i) **For officials retired from Central/State Government**

- (a) The remuneration of the officials retired from Courts/Tribunals, Central/State Government under **old pension scheme**, the monthly amount shall be admissible by deducting the basic pension from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase or any other kind of enhancement during the contract period.
- (b) The remuneration of the officials retired from Court/Tribunals, Central/State Government **under New Pension Scheme**, shall be fixed on the basis of **50% of the last basic pay drawn (at the time of retirement)** and the amount so arrived at shall be fixed as monthly remuneration.
- (c) **Transport Allowance:** Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed at the rates applicable to the appointee as drawn at the time of retirement.

(ii) **For officials retired from other than Central/State Government:**

The monthly remuneration shall be fixed as per the table given below:-

Sl. No.	Against the vacant Post of	Level	Transport Allowance (in Rs.)	Consolidated Remuneration (in Rs.)
1.	Court Master (Shorthand)/ Private Secretary	8	3,600/-	40,000/-
2.	Personal Assistant or Stenographer Grade 'C'	6	3,600/-	35,000/-

3. Candidate(s) who wish to apply for more than one post should submit their applications separately.
4. Application may be submitted in prescribed proforma (**Annexure-II**) along with self-attested supporting documents so as to reach Registrar-cum-Principal Secretary, No.476, 4th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021 within **60 days** of publication of this circular/advertisement in the Employment News.
5. No Increment and Dearness Allowance shall be allowed during the contract period.
6. No HRA shall be admissible.
7. Fixation of Remuneration of the Consultant shall be the sole prerogative of TDSAT as per prescribed terms & conditions and the decision of the TDSAT in this regard shall be final.
8. Selected candidate(s) shall not utilize or part with the data collected during their assignment in TDSAT, to any third party. They shall also hand over the entire set of records in their possession to TDSAT before the expiry of their contract. The candidate after selection as consultant shall execute an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
9. During period of engagement in TDSAT, no outside employment is permitted.
10. Paid leave of absence is allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. No other kind of leave is admissible.
11. The official/ contractual employee may be called for work on holidays and weekly off without any extra remuneration.
12. The contract may be terminated by either of the party with prior notice of 30 days.

13. The contractual appointment shall also be governed in accordance with Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA, dated 9th December, 2020 and as amended from time to time.
14. The conditions of eligibility, length of service, experience etc. for any post(s) mentioned in this circular/advertisement can be relaxed at the sole discretion of the competent authority in TDSAT in deserving cases.



Registrar-cum-Principal Secretary

Annexure-I**PROFORMA FOR APPLICATION FOR THE POSTS IN THE
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL (TDSAT)**

Post applied for: _____

Grade of Pay & Pay Band: _____
(Level of pay as per pay fixation of 7th CPC)Passport size
photograph

1. Name of the Applicant: _____
2. Service to which you belong and date of entry in the Govt. Service: _____
3. Name and Address (with Tele No.) of Office where working at present: _____
4. Address for Correspondence: _____
5. Contacts: (a) Mobile _____
(b) Landline _____
(c) E-mail _____
6. Sex (Male/Female): _____
7. Date of Birth: _____
8. Date of Retirement: _____
9. Present post held: _____
(a) Date of appointment in the present post: _____
(b) Level and Pay w. e. f. _____
(c) Whether the present post is held on deputation; _____
(d) If yes, mention name of parent office, post held on regular basis and date of appointment thereon _____
10. Educational Qualifications(Graduation onward): _____
12. Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format below):

Office/Instt/Org.	Post Held	Period		Nature of Appointment (Regular/Adhoc/ Deputation)	CPC/ Pay Scale/Grade Pay Level as per 5 th /6 th /7 th CPC	Nature of Duties
		From	To			

13. Details of training undergone, if any: _____
14. Details of proficiency in computer: _____
15. Whether belongs to SC/ST/OBC: _____

(Signature of the applicant)
Name & Designation in Block Letters

Date:
Place:

Recommendation of the Competent Authority

- i) Certified that the information furnished by the candidate has been verified from records and found to be correct.
- ii) Certified that copies of last 5 years ACRs/APARs duly certified by a Gazetted Officer are attached.
- iii) Certified that no vigilance enquiry is pending or contemplated against the individual and no (major or minor) penalty has been imposed on him/her during the preceding five years.

(Signature of the Officer with Seal)
Name : _____
Designation: _____
Office: _____

Annexure-II

**PROFORMA OF APPLICATION FOR THE POSTS IN THE
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL (TDSAT)
ON CONTRACT BASIS**

Recent self attested passport size color photograph be pasted
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Post Applied for: _____

- | | | |
|---|---|---|
| 1. Name of Applicant | : | |
| 2. Father's name | : | |
| 3. Residential Address | : | |
| 4. Contact No. | : | |
| 5. Date of birth | : | |
| 6. Name of Service Central/State | : | Government /Court/Tribunals/PSUs/
Autonomous body from where retired |
| 7. Date of retirement | : | |
| 8. Last Basic Pay drawn(Pay in Pay Level) | : | |
| 9. Postings held during the last 5 years
before retirement | : | |
| 10. Educational Qualifications | : | |
| 11. Details of Computer knowledge | : | |
| 12. Any other information | : | |
| 13. Self-attested copy of P.P.O/LPC
enclosed? | : | Yes/No |
| 14. Additional relevant information, in
support of your suitability for said
engagement. Attach separate sheet,
if required. | : | Yes/No |

Declaration: I do hereby declare that the information(s) stated above are true to the best of my knowledge and if subsequently it is found that any part or whole of the information is/are false or mis-stated, my candidature herein will be liable for cancellation.

Place:

Date:

Signature of the applicant