

**GOVERNMENT OF INDIA**  
**TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL**

4<sup>th</sup> Floor, Room No.476, Hotel Samrat, Kautilya Marg Chanakyapuri, New Delhi-110021

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Dated: 20<sup>th</sup> August, 2025

**Detailed Vacancy Circular**

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

**(A) Eligibility conditions for appointment on deputation basis:**

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7 <sup>th</sup> CPC	Eligibility Conditions
1.	Accounts Officer	1	Level -9 as per Pay Matrix of 7 <sup>th</sup> CPC	<p>Officers of Central/State Government/union Territories/ autonomous or statutory organization/ PSUs/University/Recognized Research Institution/Courts/Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department. or</p> <p>(b) with two years' regulars service in the level-8 of the pay matrix of 7<sup>th</sup> CPC. or</p> <p>(c) with three years' regular service in the level-7 of the 7<sup>th</sup> CPC pay matrix.</p> <p>and</p> <p>passed in Subordinate Audit/Account Service (SAS) or equivalent examination conducted by any of the Organized accounts departments of the Central Government;</p> <p>or</p> <p>Successful completion of training in Cash and Accounts work in ISTM or equivalent and experience in Cash, Accounts and Budget work.</p> <p><b>See: Note 1 and 2 mentioned below.</b></p>
2.	Administrative Officer	1	Level -8 as per Pay Matrix of 7 <sup>th</sup> CPC	<p>Officers of Central/State Government/union Territories/ autonomous or statutory organization/ PSUs/University/Recognized Research Institution/Courts/Tribunals:</p> <p>(ii) (a) holding analogous post on regular basis in the parent cadre or department.</p> <p>(b) with two years' regulars service in the level-7 of the pay matrix of 7<sup>th</sup> CPC.</p> <p><b>See: Note 1 and 2 mentioned below.</b></p>

3.	Court Master (Shorthand)/ Private Secretary	1	Level 8 as per Pay Matrix of 7 <sup>th</sup> CPC	Personal Assistant or Steno-Grade 'C' of Central/State/Union Territories. (i) (a) holding analogous post on regular basis in the parent cadre or department; Or (b) With 2 years regular service in the Level 7 of the 7 <sup>th</sup> CPC pay matrix. <b>See: Note 1 and 2 mentioned below.</b>
4.	Personal Assistant/ Stenographer Grade 'C'	2	Level 6 as per Pay Matrix of 7 <sup>th</sup> CPC	Officers of Central/State Government/Union Territories/ autonomous or statutory organization/ Public Sector Undertakings/ University/ Recognized Research Institution/ Courts/Tribunals: (i) (a) holding analogous post on regular basis in the parent cadre or department; or (b) With 10 years regular service in the Level 4 of the 7 <sup>th</sup> CPC pay matrix. <b>See: Note 1 and 2 mentioned below.</b>
<p><b>Note 1:</b> 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 organization/department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>				

### **Term & conditions**

The pay of the officer 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.

The applications in the prescribed Proforma (**Annexure-I**) 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.478, 4<sup>th</sup> Floor, Hotel Samrat, Kautilya Marg, Chanakyaपुरi, 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 TDSAT in deserving cases.

  
**Registrar-cum Principal Secretary**



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

Post applied for: \_\_\_\_\_

Grade of Pay & Pay Band: \_\_\_\_\_

(Level of pay as per pay fixation of 7<sup>th</sup> 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):

Exams passed	University/ Instt. /Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

11. Details of training undergone, if any: \_\_\_\_\_
12. Details of proficiency in computer: \_\_\_\_\_
13. Whether belongs to SC/ST/OBC: \_\_\_\_\_
14. 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 <sup>th</sup> /6 <sup>th</sup> /7 <sup>th</sup> CPC	Nature of Duties
		From	To			

15. (a) Whether you are eligible as per prescribed eligibility criteria for the post applied (Yes or No): \_\_\_\_\_
- (b) If yes, indicate specific criteria being fulfilled: \_\_\_\_\_  
(both essential & desirable wherever applicable) \_\_\_\_\_

(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: \_\_\_\_\_