

GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
4th Floor, Room No.478, Hotel Samrat, Chanakyapuri, New Delhi-110021

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

Dated: 16th February, 2022.

CIRCULAR

Applications are invited for filling up of the post of Principal Private Secretary, Accounts Officer, Administrative Officer, Librarian, Personal Assistant and Accountant in the Telecom Disputes Settlement and Appellate Tribunal, New Delhi, on deputation basis (initially for 3 years) and also Administrative Officer, Accountant, Personal Assistant, Librarian, Stenographer Gr. 'D' and LDC on Contract Basis (initially for 1 year) from suitable candidates, who fulfill the eligibility conditions as shown below :-

(A) Eligibility and terms /condition for Deputation

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7 th CPC	Eligibility Conditions
1	Principal Private Secretary (Deputation Basis)	1	Level -11 as per Pay Matrix of 7 th CPC	Officers of Central/State Government/ Union Territories/ (i) (a) holding analogous post on regular basis in the parent cadre or department, or (b) with 6 years' regular service in the level-8 of the pay matrix; and (ii) Having Bachelor's degree from a recognized University or and (iii) At least 7 years' experience in relevant field. Note 1: The period of deputation in the post including the period of deputation in the another ex-cadre post held immediately preceding in the same or some other Organization/Department of the Central Government shall ordinarily not exceed Four years. Note2: The maximum age limit for appointment by deputation shall not be

				<p>exceeding 56 years as on the closing date of receipt of application.</p> <p>Note3: The post shall be ex-cadre for TDSAT's officials.</p>
2	<p>Accounts Officer</p> <p>(Deputation Basis)</p>	1	<p>Level -9 as per Pay Matrix of 7th CPC</p>	<p><u>Deputation: -</u></p> <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,</p> <p style="text-align: center;">or</p> <p>(b) with two years' regular service in the level-8 of the pay matrix;</p> <p style="text-align: center;">or</p> <p>(c) With three years or regular service in the level 7 of Pay Matrix of 7th CPC</p> <p style="text-align: center;">And</p> <p>(ii) (a) passed in SAS or equivalent examination conducted by any of the organized accounts departments of the Central Government;</p> <p style="text-align: center;">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>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 Organization/ Department of the</p>

				<p>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> <p>Note 3: The post shall be ex-cadre for TDSAT's officials</p>
3.	<p>Librarian</p> <p>(Deputation/ Contract basis)</p>	1	<p>Level -8 as per Pay Matrix of 7th CPC</p>	<p>Officers in Central/ State Government/ Union Territories/ autonomous or Statutory organization/PSUs/University/ Recognize Research Institution/Courts/Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department, or (b) (i) with two years' regular service in the level-7 of the pay matrix of 7th CPC or (ii) with six years' regular service in the level-6 of the pay matrix of 7th CPC.</p> <p>Having educational and experience as mentioned below</p> <p>Essential:</p> <p>(i) Bachelor Degree in Library Science or Library and information science of a recognized University/Institute. (ii) Two years' professional experience in a Library under Central/State Government/autonomous or Statutory organization/PSU/University/or Recognized Research or Educational Institution.</p>

				<p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/Institute.</p> <p>(ii) Diploma in Computer Application form a recognized University or Institute.</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 Organization/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> <p>Note 3: The post shall be ex-cadre for TDSAT's officials.</p>
4.	<p>Admin. Officer</p> <p>(Deputation/ Contract basis)</p>	1	<p>Level -8 as per Pay Matrix of 7th CPC</p>	<p><u>Deputation: -</u></p> <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-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 Organization/ Department of the Central Government shall ordinarily not exceed three years.</p>

				<p>Note2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date or receipt of application.</p> <p>Note 3: The post shall be ex-cadre for TDSAT's officials.</p>
5.	Accountant (Deputation/ Contract Basis)	1	Level -8 as per Pay Matrix of 7 th 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-7 of the pay matrix of 7th CPC;</p> <p style="text-align: center;">OR</p> <p>With six years' regular service in the level-6 of the pay matrix of 7th CPC</p> <p>And</p> <p>(ii) (a) a passed in SAS or equivalent examination conducted by any of the organized accounts departments of the Central Government;</p> <p style="text-align: center;">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>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 Organization/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> <p>Note 3: The post shall be ex-cadre for TDSAT's officials.</p>
6.	<p>Personal Assistant/ Stenographer grade 'C'</p> <p>(Deputation/C ontract basis)</p>	3	<p>Level -6 as per Pay Matrix of 7th CPC</p>	<p>Officers of Central/State Government/ 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 10 years regular service in the level-4 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 Organization/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> <p>Note 3: The post shall be ex-cadre for TDSAT's officials.</p>

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 maximum age limit for appointment on deputation shall be 56 years as on the closing date for receipt of applications.

The applications in the prescribed Proforma (Annexure-I) available on the website of TDSAT(www.tdsat.gov.in), from eligible officers who can be spared in the event of their selection may be forwarded through proper channel in the name of Director, TDSAT, 4th Floor, Room No.478, Hotel Samrat, Chanakyapuri, New Delhi-110021, within 45-days of publication of the 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, and (d) Integrity Certificate.

(B) Eligibility and terms and conditions for appointment to the post of Administrative Officer, Librarian, Accountant, Steno Grade 'D' and Lower Division Clerk on contract basis

1. Retired officials who have superannuated/ about to superannuate within six months from the last date of receiving the applications, i.e., 45 days of publication of this post in the Employment News, after working in Central/State Government /Courts/ Tribunals/PSUs/ Autonomous bodies may apply for the posts of Administrative Officer, Accountant, Librarian, Steno Grade 'D' and Lower Division Clerk. The term of appointment of Retired officials shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
2. Candidate should have sufficient experience for the post they are applying for.
3. They have to manage their accommodation in Delhi as it will not be provided by TDSAT. They should have good communication, drafting and interpersonal skills. They should be proficient in working on Microsoft Word and preferably also on Microsoft Excel.

4(i) For official retired from Central/State Govt.:

- (a) The remuneration of the officials retired from Central/State Govt. monthly amount shall be admissible/fixed, arrived at by deducting the basis pension from the 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 during the contract period.

Example: An employee retired as Administrative Officer in the Pay Level 8 and the pay at the time of retirement was Rs.91,400/-. Thus, the basic pension will be Rs. 45,700/-. If the employee is appointed on contract basis, including as Consultant, the remunerating shall be fixed at Rs.45,700/- (91,400-45,700).

- (b) The basis pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus in the above example, if 40% of pension was commuted, the commuted portion shall be Rs.18,280/- (40% of Rs.45,700/-) and the pension actually drawn shall be Rs.27,420/-. However,

the amount of pension to be deducted from the last salary shall be Rs.45,700/-.

- (c) **Transport Allowance:** Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. TA/DA may be allowed on official tour, if any, as per entitlement of the post on which the appointment as Consultant has been made.

(i) **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 Rs.	Consolidated Remuneration in Rs.
1.	Administrative Officer	8	3,600/-	45,000/-
2.	Accountant	8	3,600/-	45,000/-
3.	Librarian	8	3,600/-	45,000/-
4.	Personal Assistant	6	36,00/-	40,000/-
5.	Stenographer Gr. 'D'	4	3,600/-	35,000/-
6.	Lower Division Clerk	2	3,600/-	30,000/-

5. No Increment and Dearness Allowance shall be allowed during the terms of the contract.
6. No HRA shall be admissible.
7. Fixation of Remuneration of the Consultant shall be the sole prerogative of TDSAT in terms of guidelines and ceiling prescribed in the clause 4 (i) & (ii) above and the decision of the TDSAT in this regard shall be final.
8. Selected candidates (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 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. Accumulating of leave beyond a calendar year may not be allowed. No other 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. Application may be submitted in prescribed proforma (Annexure-II) along with self-attested supporting documents so as to reach Director, TDSAT within 45 days of publication of this Circular in Employment News.
14. 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.

Note:

For the post of Administrative Officer and Accountant, preference will be given to those who have applied on deputation basis and who have experience of working in Courts/Tribunals.


(Sujit Gangopadhyay)
Administrative Officer

**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 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 _____
(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

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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 th /6 th /7 th CPC	Nature of Duties
		From	To			

15. (a) Whether eligible as per prescribed eligible Criteria for the post applied: _____
- (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 the 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: _____

Application for engagement of Administrative Officer on contract basis in TDSAT

Recent self
attested
passport size color
photograph be
pasted

Post Applied for : _____

1. Name of Applicant :
2. Father's name
3. Residential Address
4. Contact No. : Landline: Mobile:
5. Date of birth
6. Name of Service Central/State :
 - a. Government /Court/Tribunals/PSUs/
 - b. Autonomous body from where
 - c. Retired.
7. Date of retirement :
8. Basic Pay last 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 : Yes/No

Enclosed

14. Additional relevant information, in : Yes/No

Support of your suitability for said
Engagement. Attach separate sheet,
If necessary.



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

Place:

Date:

Signature of the applicant

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'f' followed by a horizontal line that tapers to the right.