

GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
4th Floor, Room No.478, Hotel Samrat, Chanakyapuri, New Delhi-110021
(File No.3/7/2013/Vol-IV/Admn./TDSAT)

VACANCY CIRCULAR

Applications are invited for filling up the following posts on deputation in the establishment of TDSAT:

S.No.	Name of the Post	No. of Post(s)	Pay Level
1	Administrative Officer	1	8
2	Accountant	1	8
3	Librarian	1	8
4	Court Master	1	8
5	Stenographer Gr.C/PA	2	6

For detailed eligibility conditions, qualifications, experience etc., the interested candidates may refer to the Detailed Vacancy Circular dated 14.11.2022 available on the website at www.tdsat.gov.in. Applications should be filled up in the prescribed proforma and sent by the candidates so as to reach this office within 03 weeks from the date of publication of this advertisement.

Registrar-cum Principal Secretary

GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
4th Floor, Room No.478, Hotel Samrat, Kautilya Marg Chanakyapuri, New Delhi-110021
Tel: +91-11-24102562, 26873411

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

Dated: 14th November, 2022

Detailed Vacancy Circular

Applications are invited for filling up the posts of Administrative Officer, Accountant, Librarian, Court Master 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 :-

Eligibility 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.	Admin. Officer	1	Level 8 of the Pay Matrix of 7 th CPC	Officers of Central/State Government/Union Territories/ autonomous or statutory organization/ PSUs/ University/ Recognized Research Institution/Courts/ Tribunals:- (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 th CPC pay matrix.
2.	Accountant	1	Level 8 of the Pay Matrix of 7 th CPC	Officers of Central/State Government/Union Territories/ autonomous or statutory organization/University/Recognized Research Institution/ Courts/ Tribunals:- (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 th CPC pay matrix; or And Passed in SAS or equivalent examination conducted by any of the organized accounts departments of the Central Government; Or Successful completion of training in Cash and

				Accounts work in ISTM or equivalent and experience in Cash, Accounts and Budget work.
3.	Librarian	1	Level-8 of the Pay Matrix of 7 th CPC	<p>Officers in Central/State Government/Union Territories/ autonomous or statutory organization/University/Recognized Research Institution/ Courts/ Tribunals:</p> <p>(i) (a) holding analogous post on regular basis in the parent cadre or department, Or (b) (i) with 2 years regular service the level-7 of the pay matrix of 7th CPC, Or (ii) with 6 years' regular service in the level-6 of the pay matrix of 7th CPC.</p> <p>Having the following educational qualifications and experience</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science from 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 from a recognized university/institute. Diploma in Computer Applications from a recognized university or institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the government for reasons to be recorded in writing in case of candidates otherwise well qualified.</p>
4	Court Master	1	Level 8 of the 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 (b) with 2 years regular service in the Level 7 of the 7th CPC pay matrix.</p>
5.	Stenographer Grade 'C'/ Personal Assistant	2	Level 6 of the 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</p>

				the parent cadre or department; or (b) with 10 years regular service in the Level 4 of the 7 th CPC pay matrix.
<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 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>				

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, 4th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021, **within 03 weeks** of publication of this circular/advertisement in Navbharat Times/The Hindustan Times 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 7th CPC)



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 th /6 th /7 th 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: _____