

No.1/5/2010-Adm/APTEL
Appellate Tribunal for Electricity
Website: www.aptel.gov.in

**Core-4, 7th floor, SCOPE Complex,
New Delhi, the 20th July, 2010.**

VACANCY CIRCULAR

It is proposed to fill up the under mentioned posts in the Appellate Tribunal for Electricity immediately/in near future on deputation basis. The number of vacancies mentioned may vary:-

Sl. No.	Name of the post (Number of vacancies) / Scale of Pay	Eligibility Criteria
1.	Administrative-cum-Accounts Officer (One) Pre-revised – Rs.10000-325-15200 Revised – PB-III Rs.15600-39100; GP-6600	Officers holding post under Central Govt. (a) (i) holding analogous posts on regular basis, or (ii) with five years of service in the scale of pay of Rs.8000-13500 or equivalent; (iii) with eight years regular service in the scale of Rs.6500-200-10500 or equivalent. (b) Possessing a Bachelor degree with at least five years experience in administrative and establishment matters at the executive or supervisory level.
2.	Principal Private Secretary (Two) Pre-revised – Rs.10000-325-15200 Revised – PB-III Rs.15600-39100; GP-6600	Officers holding post under Central Govt. (a) (i) holding analogous posts, or (ii) with eight years of service in the scale of pay of Rs.6500-10500 or equivalent. (b) Possessing speed of stenography 100 w.p.m.(English/Hindi)
3.	Court Master (Two) Pre-revised – Rs.6500-200-10500 Revised – PB-II Rs.9300-34800; GP-4600	(a) Officers possessing a bachelor's degree or equivalent; (b) having speed of 120 WPM in shorthand (English) (i) holding analogous posts on regular basis; or (ii) with five years regular service in the scale of Rs.5500-175-9000 or equivalent
4.	Private Secretary (Five) Pre-revised – Rs.6500-200-10500 Revised – PB-II Rs.9300-34800; GP-4600	Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with three years regular service in the scale of Rs.5500-9000 or equivalent; or (iii) with six years regular service in the scale of Rs.5000-8000 or equivalent; or (iv) with eight years regular service in the scale of Rs.4500-7000 or equivalent; (b) possessing speed of stenography 100 wpm(English/Hindi)
5.	Personal Assistant (Two) Pre-revised – Rs.5500-200-10500 Revised – PB-II Rs.9300-34800; GP-4200	Officers under the Central Government a) i) holding analogous posts on regular basis; or ii) with eight years regular service in the scale of Rs.4000-6000 or equivalent. b) Possessing speed of stenography of 100 w.p.m.(English/Hindi)
6.	Assistant (One) Pre-revised – Rs.5500-200-10500 Revised – PB-II Rs.9300-34800; GP-4200	1. Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with ten years regular service in the scale of Rs.4000-6000 or equivalent.
7.	Accountant (One) Pre-revised – Rs.5500-200-10500 Revised – PB-II Rs.9300-34800; GP-4200	1. Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with ten years regular service in the scale of Rs.4000-6000 or equivalent. (b) Should be well versed with Accounts/Establishment/ Administration works etc.

8.	Librarian (One) Pre-revised – Rs.5500-200-10500 Revised – PB-II Rs.9300-34800; GP-4200	Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with 3 years regular service in the scale of Rs.5000-8000 or equivalent; or (iii) with 10 years regular service in the scale of Rs.4000-6000 or equivalent; (b)(i) Possessing a degree or equivalent diploma in Library Science from a recognized university or institute; (ii) 5 years experience as Librarian or Assistant Librarian in reputed Library.
9.	Stenographer (One) Pre-revised – Rs.4000-100-6000 Revised – PB-I Rs.5200-20200; GP-2400	Officers under the Central Government (a) (i) holding analogous posts on regular basis; or (ii) Lower Division Clerk with five years regular service in the scale of Rs.3050-4590 or equivalent; (b) Possessing speed of stenography of 100 w.p.m.(English/Hindi)
10.	Cashier (One) Pre-revised – Rs.3050-75-4590 Revised – PB-I Rs.5200-20200; GP-1900	Officers under the Central Government (a) (i) Holding analogous post on regular basis; (ii) Experience of cash and accounts in the Ministry/Dept.
11.	Lower Division Clerk (One) Pre-revised – Rs.3050-75-4590 Revised – PB-I Rs.5200-20200; GP-1900	Officers under the Central Government holding analogous post on regular basis.

2. The pay of the official selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated the 17th June, 2010, as amended from time to time.

3. The applications as per 'Annexure' (also available in website of this Tribunal), along with attested copies of up-to-date ACRs for the last five years and vigilance clearance, may be forwarded to the undersigned immediately but not later than **20.08.2010**. Applications not accompanied by copies of ACRs and vigilance clearance will not be entertained.

4. The Appellate Tribunal for Electricity has been declared eligible for allotment of General Pool accommodation. Officials of the Central Government/All India Services joining the Tribunal would be eligible for allotment/ retention of General Pool residential accommodation, on maturity of their turn in the waiting list, subject to fulfillment of other usual conditions.

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To

1. All Ministries/ Department of the Government of India
2. All the officers/ Staff of Ministry of Power
3. Registrars of all High Courts
4. Registrars of all Tribunals
5. Offices of Controller General of Accounts / Controller General of Defence Accounts / Comptroller & Auditor General of India.
6. Webmasters of Ministry of Power and APTEL

**APPLICATION FOR THE POST OF _____
IN THE APPELLATE TRIBUNAL FOR ELECTRICITY ON DEPUTATION BASIS**

S.No.	PARTICULARS				
1.	Name in block letters				
2.	Name of the Office/Department where presently working				
3.	a. Present post held b. Scale of Pay (pre-revised) c. Pay Band (Revised) d. Pay in Pay Band & Grade Pay [In case presently on deputation, indicate above details of regular post held]				
4.	Tel. no. with Fax and e-mail address (if any)				
5.	Date of appointment in the present grade (holding on regular basis)				
6.	Date of birth (in Christian Era)				
7.	Date of superannuation				
8.	Educational Qualification				
9.	Details of Employment, in Chronological order				
	Office	Post held (indicate whether on regular basis or otherwise)	From	To	Nature of Duties
10.	Date of return from the Ex-cadre post, if any				
11.	Whether belong to SC/ST				
12.	Additional Information, if any, which the applicant likes to furnish in support of his suitability for the post. Enclose a separate sheet, if the space is insufficient.				

Place :

Date :

(Signature of the Candidate)

Endorsement by the Office

It is certified that the particulars given by the applicant are correct as per his/her service records. It is also certified that no vigilance case is either pending or being contemplated against the applicant.

Date _____

Signature of the Officer.....
Designation
Seal