

CENTRAL ADMINISTRATIVE TRIBUNAL MUMBAI BENCH, MUMBAI

No.CAT/MUM/Admn/15(3)/

August 7th 2024

CIRCULAR

Subject: Engagement of retired Government Servants on 04 (four) vacant posts of Private Secretary in Central Administrative Tribunal, Mumbai Bench, Mumbai on contract basis.

Applications are invited in prescribed format (as per Annexure-I) to engage eligible retired Government officers/ officials as Stenographers in the Central Administrative Tribunal, Mumbai Bench, Mumbai on short term contract basis initially for a period of 06 (six) months which may be extended or curtailed in administrative exigencies from time to time depending upon the suitability of the person and requirement of the Tribunal. Details of posts along with the remuneration and eligibility criteria for engagement on contract basis are as under -

1.	Name of post.	Senior Stenographer/ Stenographer
2.	Eligibility Criteria & Experience	<p>1. Senior Stenographer:</p> <p>Officers retired from Group 'B' (Gazetted) post carrying the duties of Stenographers with pay level equal to or greater than Level-8 of pay matrix of 7th CPC (Pre-revised scale of ₹ 9300-34800 plus GP of ₹ 4800/-) from Central Government/ State Government/ High Courts or any other Court/Tribunal/Commission in State or Central Government.</p> <p>Experience:</p> <p>Minimum 04 years of experience as Private Secretary or analogous post with pay level equal to or greater than Pay Level-8 of pay matrix</p> <p>(ii) Knowledge of Stenography in English.</p> <p>(iii) Minimum Stenography speed of 100wpm.</p> <p>Desirable: Knowledge/Experience of noting/drafting/MS Office.</p> <p>2. Stenographer:</p> <p>Officials/Officers Retired from Group 'B' (Non- Gazetted) or Group 'C' post carrying the duties of Stenographers with pay level equal to or greater than Level-4 of pay matrix of 7th CPC (Pre-revised scale of ₹ 5200-20200 plus GP of ₹ 2400/-) from Central Government/State Government/High Courts' or any other Court/ Tribunal/Commission in State or Central Government.</p>

		<p>Experience:</p> <p>(i) Minimum 04 years of experience as Stenographer Grade 'C' or Grade 'D' OR analogous post in level equal to or greater than Pay Level - 4 in pay matrix.</p> <p>(ii) (ii) Knowledge of Stenography in English.</p> <p>(iii) (iii) Minimum Stenography speed of 100wpm.</p> <p>Note: The persons who will retire by 31.08.2024 on attaining the age of superannuation are also eligible.</p>						
3.	Age Limit	The maximum age limit for appointment on contract basis shall not exceed <u>66 years</u> as on the closing date for receipt of applications.						
4.	Remuneration	<p>Officials/officers hired on contract will be paid fee/remuneration @ (last basic pay drawn - basic pension) OR the following amounts, whichever is less as mentioned against each, with no other allowances applicable.</p> <table border="1"> <thead> <tr> <th>Post Name</th> <th>Remuneration</th> </tr> </thead> <tbody> <tr> <td>Senior Stenographer</td> <td>Rs. 35, 000/- per month</td> </tr> <tr> <td>Stenographer</td> <td>Rs. 25, 000/- per month</td> </tr> </tbody> </table>	Post Name	Remuneration	Senior Stenographer	Rs. 35, 000/- per month	Stenographer	Rs. 25, 000/- per month
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Senior Stenographer	Rs. 35, 000/- per month							
Stenographer	Rs. 25, 000/- per month							
5.	Leave	Contractual Employee will be eligible for <u>1.5 days</u> leave for each <u>completed month of service</u> which may not be accumulated beyond a calendar year.						
6.	How to apply	<p>(a) Interested eligible candidates may submit their applications as per Performa at Annexure-I on the following postal address or email address.</p> <p>The Registrar, Central Administrative Tribunal, Mumbai Bench, "A" Wing of 5th Floor, Nishtha Bhavan 48, Vitthaladas Thackersey Marg, New Marine Lines, Mumbai – 400 020. Email: cat-mum@nic.in</p> <p>(b) The subject line while sending the applications must be: "Application for the post of Senior Stenographer/ Stenographer in Central Administrative Tribunal on contract basis"</p> <p>(c) Last date for receipt of applications is 31st August, 2024.</p>						
7.	General Conditions	<p>(a) Intended retired Govt. employees, having <u>good health</u> and willing to work on short term contract in Central Administrative Tribunal may submit their applications to the undersigned at the above-mentioned address or through email id: cat-mum@nic.in within due date along with the self-attested copy of PPO, LPC and other relevant documents.</p> <p>(b) This office reserves the right to accept or reject in part or in full any or all the responses without assigning any</p>						

		<p>reasons whatsoever.</p> <p>(c) The decision of the competent authority on selection of the candidates will be final and no correspondences on this subject will be entertained.</p> <p>(d) This Office will not be in a position to return any of the documents provided by the applicant/parent office of the applicant, irrespective of his/her selection.</p> <p>(e) Applications received after the expiry of last date or otherwise found incomplete for want of any required document, will not be entertained.</p> <p>(f) The engagement will be purely on contract basis and shall not bestow any right for regular or permanent employment or for continued contractual appointment.</p> <p>(g) The appointee will have to comply with the requirements of the CCS (Conduct) Rules, 1964 and all Rules and Orders already in existence regarding attendance, duties, discipline, conditions of service etc. will have to be followed.</p> <p>(h) The appointee shall not be entitled to any benefit of Provident Fund, Pension, Gratuity, Medical expenditure reimbursement, Government residential accommodation LTC, TA or any other benefits / concessions admissible to Government servants.</p> <p>(i) Department shall reserve the right to terminate his/her engagement at any time either without giving any notice or giving a notice period of one month. He/ She can resign after giving one month notice in advance.</p>
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Dnyaneshwar
Gunaji Patwe

Digitally signed by Dnyaneshwar Gunaji Patwe
DN: cn=Dnyaneshwar Gunaji Patwe, o=Personal, t=Dnyaneshwar Gunaji Patwe, c=IN, ou=Personal, email=Dnyaneshwar.Gunaji.Patwe@nic.in, serial=13303492082019156762485227876038, phone=+91-98200202019156762485227876038, phone=+91-4486777777, postalCode=410021, st=Maharashtra, serialNumber=ee868073851b38013d291e9f04949034446a3a393930557
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REGISTRAR

Copy to:

1. All Government Department with request to display the circular on their notice board for wider publicity.
2. The Registrar, High Court of Bombay, Fort, Mumbai.] with request to display the circular on
3. The Registrar, City Civil Court, Mumbai.] Notice Board.
4. The Registrar, Income Tax Appellate Tribunal, Mumbai.]
5. Notice Board.
6. Guard Folder.

PROFORMA FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS IN CENTRAL ADMINISTRATIVE
TRIBUNAL ON SHORT TERM CONTRACT BASIS

1. Post applying for: (Senior Stenographer/Stenographer):
2. Name of the applicant (in Block letter):
3. Name, Address and Contact No. of the Office, retired from:
4. Contact details of the applicant:
 - a. Mobile No.:
 - b. Email id:
 - c. Landline No.:
 - d. Residential address:
5. Date of Birth:
6. Date of Retirement:
7. Sex (Male/Female):
8. Post held at the time of retirement:
 - a. Whether Gazetted or Non-Gazetted:
 - b. Last Pay drawn at the time of retirement:
 - b. Brief nature of duties/Experience details (a separate sheet may be annexed):
 - c. Whether worked in Central Govt/State Govt/High Court/Tribunal /Statutory Body/PSU (Please Specify):
 - d. PPO No. (with copy):
9. Educational qualification in chronological order including professional qualifications (A separate detailed sheet may be annexed):
10. List of enclosures:
 - 1.
 - 2.
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11. Choice/Preference of Stations/Benches:

Date:

Place:

(Signature of the Candidate)