



केंद्रीय प्रशासनिक अधिकरण, मुंबई न्यायपीठ  
**CENTRAL ADMINISTRATIVE TRIBUNAL, MUMBAI BENCH**

'A' Wing of 5<sup>th</sup> Floor, 'A' & 'B' Wings of 6<sup>th</sup> Floor  
**Nishtha Bhavan**  
48, Vitthaladas Thackersey Marg,  
New Marine Lines, Mumbai - 400 020  
Tel: 022-20820074

निष्ठा भवन  
४८, विठ्ठल दारा ठाकरसी मार्ग,  
न्यु मरीन लाईन्स मुंबई - ४०० ०२०  
E-mail ID: cat-mum@nic.in



No.CAT/MUM/Admn/15(23)/

November 7<sup>th</sup> 2024

## C I R C U L A R

**Subject: Engagement of retired Government Servants as Accounts Officer 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 Accounts Officer 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 post along with the remuneration and eligibility criteria for engagement on contract basis are as under -

|    |                                   |   |
|----|-----------------------------------|---|
| 1. | Name/Number of Posts/Job Location | Accounts Officer:<br>Posts- 01 (one).<br>Job Location-Mumbai.   |
| 2. | Eligibility Criteria & Experience | <p><u>Accounts Officer:</u></p> <p><b>a) Eligibility:</b></p> <p>i) Officers retired from Group 'B' (Gazetted) post carrying the duties of Accounts Officer/ Assistant Accounts Officer with pay level equal to or greater than Level-7 (Rs. 44900-142400) of pay matrix of 7<sup>th</sup>CPC (Pre-revised Pay Band – 2, Rs. 9300-34800 plus Grade Pay Rs. 4600/-) from Central Government/ State Government or any other Department/Tribunal/ Commission in State or Central Government.</p> <p><b>OR</b></p> <p>ii) Junior Accounts Officer with Pay Level equal to or greater than Level – 6 (Rs. 35400-112400) of Pay Matrix (Pre-revised Pay Band – 2, Rs. 9300-34800 with Grade Pay Rs. 4200/-) with 05 years of regular service in the grade at the time of retirement.</p> <p><b>AND</b></p> <p><b>b) Possessing any one of the following qualifications:</b></p> |

|    |                    |  |
|----|--------------------|--|
|    |                    | <p>i) Pass in SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government.</p> <p>ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and minimum of 03 years of experience in Cash, accounts and budget work.</p>  |
| 3. | Age Limit          | <p>The maximum age limit for appointment on contract basis shall not exceed 66 years as on the closing date for receipt of applications.</p> <p><u>Note: The persons who will retire by 30.11.2024 on attaining the age of superannuation are also eligible.</u></p>   |
| 4. | Remuneration       | <p>Officials/officers hired on contract will be paid fee/remuneration @ (last basic pay drawn - basic pension) <b>OR</b> Rs. 35,000/- per month, whichever is less, with no other allowances applicable.</p>   |
| 5. | Leave              | <p>Contractual Employee will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year.</p>   |
| 6. | How to apply       | <p>(a) Interested eligible candidates may submit their applications as per performa at <b>Annexure-I</b> on the following postal address or email address.<br/>The Registrar<br/>Central Administrative Tribunal, Mumbai Bench,<br/>"A" Wing of 5<sup>th</sup> Floor, Nishtha Bhavan<br/>48, Vitthaladas Thackersey Marg,<br/>New Marine Lines, Mumbai – 400 020.<br/>Email: <a href="mailto:cat-mum@nic.in">cat-mum@nic.in</a></p> <p>(b) The subject line while sending the applications must be: <i>"Application for the post of Accounts Officer in Central Administrative Tribunal on contract basis"</i></p> <p>(c) Last date for receipt of applications shall be 07.12.2024.</p> |
| 7. | General Conditions | <p>(a) Intended retired Govt. employees, having good health and willing to work on short term contract basis in Central Administrative Tribunal may submit their applications to the undersigned at the above-mentioned address or</p>   |

through email id: [cat-mum@nic.in](mailto:cat-mum@nic.in) within due date along with the self-attested copy of PPO, LPC and other relevant documents.

- (b) This office reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
- (c) The decision of the competent authority on selection of the candidates will be final and no correspondences on this subject will be entertained.
- (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.
- (e) Applications received after the expiry of last date or otherwise found incomplete for want of any required document, will not be entertained.
- (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.
- (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.
- (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.
- (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.

Dnyaneshwar  
Gunaji Patwe  
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.
  3. The Registrar, City Civil Court, Mumbai.
  4. The Registrar, Income Tax Appellate Tribunal, Mumbai.
  5. Notice Board.
  6. Guard Folder
- } with request to display the circular on Notice Board.

ANNEXURE-I

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

1. Post applying for (Accounts Officer / Junior Accounts Officer):
2. Name of the applicant (in Block letters):
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. (if any) :
  - d. Residential address:
5. Date of Birth:
6. Date of Retirement:
7. Sex (Male / Female):
8. Post held at the time of retirement –
  - a. Name of the post:
  - b. Whether Gazetted or Non-Gazetted:
  - c. Last Pay drawn at the time of retirement along with Level and Cell No.:
  - d. Brief nature of duties / experience details (a separate sheet may be annexed):
  - e. PPO No. (with copy):
9. Educational qualification in chronological order including professional qualifications (A separate detailed sheet may be annexed):
10. List of enclosures:
  - (i)
  - (ii)
  - (iii)
  - (iv)
11. Choice / Preference of Bench

CERTIFICATE TO BE FURNISHED BY THE RETIRED EMPLOYEE

I hereby certify that, to the best of my knowledge, all the details / information provided above are true and accurate. I solemnly declare that no criminal case / inquiry is pending against me in any Court of Law.

Date:  
Place:

(Signature of the Candidate)