254

No. PB/1/8/2023-Estt.I
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

International Year of Cooperatives 2025
Cooperatives Build a Better World

फोन/Phone: 011- 23385097
ई.मेल/E-mail: estt-cat@gov.in
61/35, कॉपरनिकस मार्ग /61/35, Copernicus Marg,
नई दिल्ली – 110001/New Delhi – 110001.
दिनांक/Date: 01.10.2025

CIRCULAR

Subject: Engagement of retired Government Servants as Consultants in the Central Administrative Tribunal on contract basis.

Applications are invited in prescribed format (as per Annexure-I) to engage eligible retired Government officers/officials as Consultants in the Central Administrative Tribunal on short term contract basis initially for a period of one year which may be extended or curtailed in administrative exigencies from time to time. Details of posts along with the remuneration, tentative location of posting and eligibility criteria for engagement on contract basis are as under:

(i) Deputy Registrar (Consultant):

a.	No. of Consultants to be engaged	05
b.	Location of Posting	Allahabad, Chandigarh, Chennai, Cuttack Hyderabad and Mumbai Benches of the Tribunal
c.	Eligibility	(a) Retired Officers of the Central Government/State Government/High Courts: i. Officers retired from holding analogous post on regular basis. **OR** ii. Officers retired with at least 05 years regular service in the Grade Pay of ₹5400. **OR** iii. Officers retired with at least 06 years of regular service in the Grade Pay of ₹4800 or equivalent. **AND** (b) Possessing a degree in Law from a recognized University or equivalent.
d.	Pay Level of the Post	Level 11 as per 7th CPC

01/10/25

(ii) Deputy Controller of Accounts (Consultant):

a.	No. of Consultants to be engaged	01
b.	Location of Posting	Principal Bench of the Tribunal at New Delhi
c.	Eligibility	i. Officers retired as Deputy Controller of Accounts from the Central Departmentalized Accounting Organisation of the Controller General of Accounts with minimum of 02 years of service in the grade of Deputy Controller of Accounts under C.G.A., C.G.O.A., P&T Accounts or Railway Accounts Service. OR ii. Officers retired as Accounts Officer with minimum of 10 year service in the grade of Accounts Officer in the C.G.A., C.G.O.A., P&T Accounts and Railway Accounts Service.
d.	Pay Level of the Post	Level 11 as per 7th CPC

(iii) Principal Private Secretary (Consultant):

a.	No. of Consultants to be engaged	01
b.	Location of Posting	Ahmedabad, Cuttack and Ernakulam Bench of the Tribunal
c.	Eligibility	Officers of the Central Government/State Government/High Courts retired from holding analogous posts of Principal Private Secretary on regular basis in Pre-revised Pay Band – 3 (₹15600-39100 plus Grade Pay of ₹6600); **OR** Officers retired in the grade of Private Secretary with at least 08 years combined regular service rendered in Pay Band – 2 (₹9300-34800 plus Grade Pay of ₹4800) and Pay Band – 3 (₹15600-39100 plus Grade Pay of ₹5400).
d.	Pay Level of the Post	Level 11 as per 7th CPC

(iv) Section Officer/Court Officer (Consultant):

a.	No. of Consultants to be engaged	13
b.	Location of Posting	Principal Bench at New Delhi, Ahmedabad, Allahabad, Bangalore, Chandigarh, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Jodhpur, Kolkata, Lucknow, Mumbai, Patna and Srinagar Bench of the Tribunal
c.	Eligibility	Essential: (a) Retired Officers of the Central/State Government/High Court/Subordinate Courts– i. Officials retired from Holding analogous post on regular basis; **OR** ii. Officials retired as Assistants or equivalent in the Pay Band – 2, ₹9300-34800 with grade pay of ₹4600 with 08 years regular service; **AND** (b) Possessing a Degree of a recognized University or equivalent. Desirable: Degree in Law.
d.	Pay Level of the Post	Level 08/10 as per 7th CPC

01/10/25

(v) Private Secretary (Consultant):

a.	No. of Consultants to be engaged	08
b.	Location of Posting	Ahmedabad, Bangalore, Chandigarh, Chennai, Hyderabad, Jammu, Kolkata, Mumbai, Patna and Srinagar Bench of the Tribunal.
c.	Eligibility	Retired Officers holding the post of Stenographers under the Central/State Government/High Courts – i. Holding analogous post on regular basis at the time of retirement; **OR** ii. 06 years of regular service in the scale of Pre-revised Pay Band – 2 (₹9300-34800 plus Grade Pay of ₹4600).
d.	Pay Level of the Post	Level 08/10 as per 7th CPC

(vi) Accounts Officer (Consultant):

a.	No. of Consultants to be engaged	06
b.	Location of Posting	Principal Bench at New Delhi, Chandigarh, Ernakulam, Kolkata, Mumbai and Patna Bench of the Tribunal.
c.	Eligibility	(a) 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 (₹44900-142400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay ₹4600) from Central Government/State Government or any other Department/Tribunal/Commission in the State or Central Government. **OR** ii. Retired Junior Accounts Officer with Pay level equal to or greater than Level – 6 (₹35400-112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 with Grade Pay ₹4200) with 05 years of regular service in the grade at the time of retirement. **AND** (b) possessing any one of the following qualifications: i. A pass in SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government. 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.
d.	Pay Level of the Post	Level 07 as per 7th CPC

01/12/25

(vii) Assistant Library and Information Officer (Consultant):

a.	No. of Consultants to be engaged	05
b.	Location of Posting	Ahmedabad, Allahabad, Bangalore, Chandigarh, Jodhpur and Lucknow Bench of the Tribunal.
c.	Eligibility	(a) Retired Officers under Central or State Government or High Courts and Courts subordinate thereto– i. Officials from Holding analogous posts; **OR** ii. Officials with at least five years regular service in the Pay Band – 2, ₹9300-34800 with Grade Pay of ₹4200; **AND** (b) Possessing the qualification and experience as below: Essential: i. A Bachelor Degree in Library Science or Library and Information Science from a recognized University or Institute. ii. Two years' professional experience in a Library under Central or State Government or autonomous or statutory organisation or Public Sector undertaking or University or recognized Research or Educational institution. Desirable: i. Master's degree in Library Science or Library and Information Science from a recognized University or Institute. ii. Diploma in Computer Application from a recognised University or Institute.
d.	Pay Level of the Post	Level 07 as per 7th CPC

(viii) Junior Accounts Officer (Consultant):

a.	No. of Consultants to be engaged	08
b.	Location of Posting	Allahabad, Cuttack, Guwahati, Hyderabad, Jabalpur, Jammu, Jodhpur and Srinagar Bench of the Tribunal.
c.	Eligibility	(a) i. Officers/officials retired from Group 'B' (Non-Gazetted) or Group 'C' post carrying the duties of Junior Accounts Officer with Pay level equal to or greater than Level – 6 (₹35400-112400) of Pay Matrix (Pre-revised Pay Band – 2, ₹9300-34800 plus Grade Pay ₹4200) from Central Government/State Government or any other Department/Tribunal/Commission in the State or Central Government. **OR** ii. Senior Accountant with Pay level equal to or greater than Level – 5 (₹29200-92300) of Pay Matrix (Pre-revised Pay Band – 1, ₹5200-20200 with Grade Pay ₹2800) with 06 years of regular service in the grade at the time of retirement. **AND** (b) who have undergone training in the cash and accounts work in the ISTM or equivalent course and possessing a minimum of 03 years' experience in cash, accounts and budget work.
d.	Pay Level of the Post	Level 06 as per 7th CPC

07/10/25

(ix) Senior Accountant (Consultant):

a.	No. of Consultants to be engaged	07
b.	Location of Posting	Principal Bench at New Delhi, Ahmedabad, Cuttack, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Jodhpur, Lucknow and Srinagar Bench of the Tribunal
c.	Eligibility	i. Officials retired as Senior Accountant of Departmentalised Accounting Organisation/Auditor of the Indian Audited Accounts Department. Senior Accountant of CGA Defence, P&T and Railways in that grade; **OR** ii. Officials retired as Junior Accountant in the Departmentalised Accounting system or under CGA Accounts Department of Defence, P&T or Railways or Auditor under CAG with a minimum of 05 years experience in that grade; **OR** iii. Officials retired as Assistant in C.S.S. Cadre with 03 months Cash and Accounts training conducted by ISTM.
d.	Pay Level of the Post	Level 05 as per 7th CPC

2. **Age Limit:** The maximum age limit for appointment on contract basis shall not exceed 66 Years as on the closing date for receipt of applications.

3. **Remuneration:** The remuneration to be paid to the Consultants hired on contract basis will be regulated in terms of Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 as under:

(i) Basic Pay at the time of retirement minus Basic Pension. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will no annual increment/percentage increase during the contract period.

(ii) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

(ii) No other allowances shall be admissible.

4. **Leave:** Consultants hired on contract basis will be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a Calendar Year/Contract period.

01/10/22

General Conditions:

(i) The Consultants shall perform the duties as assigned by the Head of Office/Head of Department.

(ii) This Office reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

(iii) The decision of the Competent authority on selection of the candidates will be final and no correspondences on this subject will be entertained.

(iv) 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.

(v) Applications received after the expiry of last date or found incomplete or not accompanied with required documents or incomplete applications, will not be entertained.

(vi) The engagement will be purely on contract basis and shall not bestow any right for regular or permanent employment or for continued contractual appointment.

(vii) 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.

(viii) The appointee shall not be entitled to any benefit of Provident Fund, Pension, Gratuity, Medical expenditure re-imbursement, Government residential accommodation LTC, TA or any other benefits / concessions admissible to Government servants.

(ix) 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.

(x) The retired Govt. servants that are already engaged in different Benches of CAT may also apply against this Vacancy Circular for different posts as mentioned above.

01/10/25

How to Apply:

i. Interested retired Govt. employees, having good health and willing to work on short term contract basis in Central Administrative Tribunal may submit their applications as per performa at Annexure-I on the following postal address or Email address along with documents mentioned in Para 6 (c):

The Principal Registrar/HOO
Central Administrative Tribunal, Principal Bench
61/35, Copernicus Marg, New Delhi – 110001.
Email: pr-catnewdelhi@gov.in and estt-cat@gov.in

ii. The subject line while sending the applications must be: "*Application for appointment as Consultant in Central Administrative Tribunal on contract basis for the post of* _____."

iii. Candidates desired to apply for more than one post must submit separate applications for each post. Single application for multiple posts will not be considered.

iv. The application must accompany the following documents:

(a) Duly filed Annexure I.
(b) Experience details during the entire service.
(c) Copy of PPO.
(d) Copy of Last Pay Slip.
(e) Any other documents/certificates mentioned in Annexure I.

v. Last date for receipt of applications will be within 01 month from publication of this Vacancy circular in the Employment News.

vi. The Govt. Officers retiring who are going to retire shortly on attaining the age of superannuation are also eligible.

(Sulabh Rastogi)
Registrar

ANNEXURE-I

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

1.	Post applying for:	
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 –	
	4.1 Mobile No.:	
	4.2 Email ID:	
	4.3 Residential Address:	
5.	Date of Birth:	
6.	Date of Retirement:	
7.	Sex (Male/Female):	
8.	Post held at the time of retirement –	
	8.1 Name of the post:	
	8.2 Whether Gazetted or Non-Gazetted:	
	8.3 Last Pay drawn at the time of retirement along with Level and Cell No.:	
9.	Brief nature of duties / experience details (a separate sheet may be annexed):	
10.	PPO No. (Enclose a copy):	
11.	Educational qualification in chronological order including professional qualifications (A separate detailed sheet may be annexed):	
12.	List of enclosures:	
13.	Choice/Preference of Bench(s):	i. ii. iii. iv.

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)