

GOVERNMENT OF INDIA  
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL  
4<sup>th</sup> Floor, Room No.478, Hotel Samrat, Chanakyapuri, New Delhi 110021

No.3/7/2013/Vol-II/Admn./TDSAT/8207

Dated: 6<sup>th</sup> November, 2019

**CIRCULAR**

Applications are invited for filling up of the following posts in the Telecom Disputes Settlement and Appellate Tribunal, New Delhi, on deputation basis (initially for 3 years)/ retired person as Consultant on contract basis (initially for 1 year) from suitable candidates, who fulfill the eligibility conditions as shown below :-

**(A) Eligibility and terms /condition for Deputation**

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7 <sup>th</sup> CPC	Eligibility Conditions
1	Principal Private Secretary	1	Level -11 as per Pay Matrix of 7 <sup>th</sup> CPC	Officers of Central/ State Government/ Court/ Tribunals/PSUs/ Autonomous bodies and holding an analogous post on regular basis  OR Private Secretary/ Court Master (Shorthand knowing) of Central/ State Government /Courts/ PSUs/ Autonomous bodies in level 8 of pay Matrix of 7 <sup>th</sup> CPC or corresponding IDA scale in scale in case of PSUs and having six years of regular service in the grade
2.	Librarian	1	Level -8 as per Pay Matrix of 7 <sup>th</sup> CPC	Officers in Central/State Government/Courts/ Tribunals/ PSUs/Autonomous bodies/Universities and Education Institutions of Central/State Government and holding:- a) an analogous post on regular basis; OR a post in the Level 7 of Pay Matrix of 7 <sup>th</sup> CPC and having two years of regular service in the grade; OR a post in Level 6 of Pay Matrix of 7 <sup>th</sup> CPC and having six years of regular service in the grade. b) Degree/Diploma in Library Science of a recognized University or Institute;  <b>Desirable:</b> Master Degree in Library Science of a recognized University, Degree in Law and having knowledge of computer, experience in a responsible capacity in a Library.
3	Private Sectary	1	Level -8 as per Pay Matrix of 7 <sup>th</sup> CPC	Officers of Central/State Government/ Courts/ Tribunals/ PSUs/ Autonomous bodies and holding an analogous post on regular basis.  OR

				<p>Personal Assistant/Steno Grade 'C' of Central/State Government/ Courts/ Tribunals/PSUs/ Autonomous bodies in the Level 7 of pay matrix of 7<sup>th</sup> CPC or corresponding IDA scale in case of PSUs and having two years of regular service in the grade.</p> <p><b>Desirable :</b> Degree in Law from a recognised University.</p>
4.	Accountant	1	Level -8 as per Pay Matrix of 7 <sup>th</sup> CPC	<p>Officers in Central/State Government/ Courts/ Tribunals/PSUs/ Autonomous bodies holding:-</p> <p>(a) an analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>a post in the Level 7 Pay Matrix of 7<sup>th</sup> CPC or corresponding IDA scale in case of PSUs and having two years of regular service in the grade;</p> <p style="text-align: center;">OR</p> <p>a post in the Level 6 Pay Matrix of 7<sup>th</sup> CPC or corresponding IDA scale in case of PSUs and having six years of regular service in the grade.</p> <p>(b)possessing any one of the following qualifications:-</p> <p>(i) a pass in SAS or equivalent examination conducted by any of the organized accounts departments of the Central Government; or</p> <p>(ii) Successful completion of training in Cash and Accounts work in ISTM or equivalent and experience in Cash Accounts and Budget work.</p>
5.	Personal Assistant/ Stenographer grade 'C'	4	Level -6 as per Pay Matrix of 7 <sup>th</sup> CPC	<p>Officials in the Central/ State Government Courts/Tribunals/ PSUs/Autonomous bodies having a degree from a recognized university and holding:-</p> <p>Analogous post on regular basis;</p> <p style="text-align: center;">OR</p> <p>post of Stenographer Grade-II in the Level 4 of Pay Matrix of 7<sup>th</sup> CPCor corresponding IDA pay scale in case of PSUs and having 10 years of regular service in the grade.</p>

The pay of the officer selected 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 maximum age limit for appointment on deputation shall be 56 years as on the closing date for receipt of applications.

The applications in the prescribed Proforma (Annexure-I) available on the website of TDSAT([www.tdsat.gov.in](http://www.tdsat.gov.in)), from eligible officers who can be spared in the event of their selection may be forwarded through proper channel in the name of Director, TDSAT within 45-days of publication of the advertisement in the Employment News 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, and (d) Integrity Certificate.

**(B) Eligibility and terms/condition for contract**

1. Retired officials who have superannuated after working in Central/State Government /Courts/ Tribunals/PSUs/ Autonomous bodies and are less than 65 years of age on closing date of receipt of application.
2. Candidate should have sufficient experience for the post they are applying for.
3. They should have their own housing (accommodation) in Delhi as accommodation will not be provided by TDSAT. They should have good communication, drafting and interpersonal skills. They should be proficient in working on Microsoft Word and preferably also on Microsoft Excel.
4. Selected candidates (s) shall not utilise or part with the data collected during their assignment in TDSAT, to any third party. They shall also hand over the entire set of records in their possession to TDSAT before the expiry of their contract.
5. TDSAT shall pay monthly remuneration to the Consultant which shall be the difference between Last Basic pay drawn by the retired officer and basic pension plus Dearness Allowance thereon or as per table given below, whichever is less :-

Sl. No.	Against the vacant Post of	Consolidated Remuneration Rs.
1.	Principal Private Secretary	Rs.50,000/-
2.	Librarian	Rs.45,000/-
3.	Private Secretary	Rs.45,000/-
4.	Accountant	Rs.45,000/-
5.	Personal Assistant/ Steno Grade 'C'	Rs.40,000/-

6. Fixation of Remuneration of the Consultant shall be the sole prerogative of TDSAT in terms of guidelines and ceiling prescribed in the clause 5 above and the decision of the TDSAT in this regard shall be final.

7. During period of engagement in TDSAT, no outside employment is permitted.
8. Entitled for 12 Casual leaves in a year with pro-rata entitlement for part of a year. Entitled to Gazetted leaves, weekly off. No other leave admissible. However, may be called for work on Holidays and weekly off without any extra remuneration.
9. This contractual appointment is on need based and initially for one year which can be extended/curtailed subject to performance of the individual and requirement of the Tribunal. Contractual Appointment can be extended up to a maximum of three (3) years from the date of initial appointment.
10. The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to work for whatsoever reason may be, he will have to give a minimum of one month notice to the office. The decision of TDSAT shall be the final in all respects.
11. Application may be submitted in prescribed proforma (Annexure-II) along with self-attested supporting documents so as to reach Director, TDSAT within 45 days of publication of this Circular in Employment News.

**Note:** In both cases - (A) and (B), preference would be given to persons having experience of working in Courts/Tribunals.

  
(Sujit Gangopadhyay)  
Administrative Officer

**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 7<sup>th</sup> CPC)

Passport size  
photograph

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 \_\_\_\_\_  
(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

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 <sup>th</sup> /6 <sup>th</sup> / 7 <sup>th</sup> CPC	Nature of Duties
		From	To			

15. (a) Whether eligible as per prescribed eligible

Criteria for the post applied: \_\_\_\_\_

(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 the 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: \_\_\_\_\_

## Application for engagement on contract basic in TDSAT

Recent self  
attested  
passport size color  
photograph be  
pasted

Post Applied for : \_\_\_\_\_

1. Name of Applicant :
2. Father's name :
3. Residential Address :
4. Contact No. : Landline: Mobile:
5. Date of birth :
6. Name of Service Central/State :
  - a. Government /Court/Tribunals/PSUs/
  - b. Autonomous body from where
  - c. Retired.
7. Date of retirement :
8. Basic Pay last drawn (Pay in Pay Level ) :
9. Postings held during the last 5 years :  
Before retirement.
10. Educational Qualifications :
11. Details of Computer knowledge :
12. Any other information :
13. Self-attested copy of P.P.O/LPC : Yes/No  
Enclosed
14. Additional relevant information, in : Yes/No  
Support of your suitability for said  
Engagement . Attach separate sheet,  
If necessary.

Declaration: I do hereby declare that the information stated above are true to the best of my knowledge and if subsequently it is found that any part or whole of the information are false or mis-stated, my candidature will be liable for cancellation.

Place:

Date:

Signature of the applicant