

GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL

4th Floor, Room No.476, Hotel Samrat, Kautilya Marg Chanakyapuri, New Delhi-110021
Tel: +91-11-26111234, 26110000

No.3/7/2013/Vol-IV-B/Admn. /TDSAT/

Dated: 15th April, 2024

VACANCY CIRCULAR

Applications are invited for filling up the posts of Director, Administrative Officer, Court Master/PS and PA/Stenographer Gr. 'C' in the office of Telecom Disputes Settlement & Appellate Tribunal (TDSAT), New Delhi on deputation/contract basis from suitable candidates, who fulfill the eligibility shown below :-

(A) Eligibility and terms and conditions for appointment on deputation basis:

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7 th CPC	Eligibility Conditions
1.	Director	1	Level -13 as per Pay Matrix of 7 th CPC (Rs. 123100-215900)	Officers of Central/State Government or Union Territories or autonomous or statutory organization or Public Sector Undertaking or University or Recognized Research Institution or Courts or Tribunals: (i) (a) holding analogous post on regular basis in the parent cadre or department. or (b) with five years regulars service in the level-12 of the pay matrix of 7 th CPC. and (ii) (a) having a Bachelor's Degree from a recognised University or Institution; and (b) at least 10 years' experience in the field of personnel, administrative, and accounts matters.
2.	Administrative Officer	1	Level -8 as per Pay Matrix of 7 th CPC (Rs.47,600 -1,51,100)	Officers of Central/State Government/union Territories/ autonomous or statutory organization/ PSUs/University/Recognized Research Institution/Courts/Tribunals: (iii) (a) holding analogous post on regular basis in the parent cadre or department. (b) with two years regular service in the level-7 of the pay matrix of 7 th CPC.

3.	Court Master (Shorthand)/ Private Secretary	1	Level 8 as per Pay Matrix of 7 th CPC (Rs.47,600 -1,51,100)	Personal Assistant or Steno-Grade 'C' of Central/State/Union Territories (i) (a) holding analogous post on regular basis in the parent cadre or department; Or (b) With 2 years regular service in the Level-7 of the 7 th CPC pay matrix.
4.	Personal Assistant or Stenographer Grade 'C'	1	Level 6 of the Pay Matrix of 7 th CPC (Rs.35,400 -1,12,400)	Officers of Central/State Government/Union Territories/ autonomous or statutory organization/ PSUs/ University/ Recognized Research Institution/ Courts/Tribunals: (i) (a) holding analogous post on regular basis in the parent cadre or department; or (b) with 10 years regular service in the Level- 4 of the 7 th CPC pay matrix.

Note 1: The period of deputation in the post including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years in respect of the post of Director and for remaining posts three years.

Note2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date or receipt of application.

The pay of the officer/official selected on deputation basis 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 applications in the prescribed Proforma (**Annexure-I**) available on the website of TDSAT(www.tdsat.gov.in), from eligible officers/officials who can be spared in the event of their selection may be forwarded through proper channel in the name of the Registrar-cum-Principal Secretary, TDSAT, Room No.476, 4th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021, **within 60 days** of publication of this circular/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.

Note: The conditions of eligibility, length of service, experience etc. for any post(s) mentioned in this circular/advertisement can be relaxed at the sole discretion of the competent authority in TDSAT in deserving cases.

(B) Eligibility and terms and conditions for appointment to the post of Administrative Officer, Court Master (Shorthand)/ Private Secretary and Personal Assistant/ Stenographer Grade 'C' on contract basis:-

1. Retired officials who have superannuated/ about to superannuate from Courts/ Tribunals/Central/State Government/ PSUs/Autonomous bodies within six months may apply on contractual basis.
2. **Remuneration:**
 - (i) **For officials retired from Central/State Government**
 - (a) The remuneration of the officials retired from Courts/Tribunals, Central/State Govt. under **old pension scheme**, the monthly amount shall be admissible by deducting the basic pension from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase or any other kind of enhancement during the contract period.
 - (b) The remuneration of the officials retired from Court/Tribunals, Central/State Govt. **under New Pension Scheme**, shall be fixed on the basis of **last basic pay drawn(at the time of retirement) minus 50%** or **last basic pay ÷ 2**, and the amount so arrived at shall be fixed as monthly remuneration.
 - (c) **Transport Allowance:** Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed at the rates applicable to the appointee as drawn at the time of retirement.
 - (ii) **For officials retired from other than Central/State Government:**

The monthly remuneration shall be fixed as per the table given below:-

Sl. No.	Against the vacant Post of	Level	Transport Allowance (in Rs.)	Consolidated Remuneration (in Rs.)
1.	Administrative Officer	8	3,600/-	40,000/-
2.	Court Master (Shorthand)/ Private Secretary	8	3,600/-	40,000/-
3.	Personal Assistant or Stenographer Grade 'C'	6	3,600/-	35,000/-

3. Candidate(s) who wish to apply for more than one post should submit their applications separately.
4. Application may be submitted in prescribed proforma (**Annexure-II**) along with self-attested supporting documents so as to reach Registrar-cum-Principal Secretary, No.476, 4th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021, **60 days** of publication of this circular/advertisement in the website of TDSAT.
5. No Increment and Dearness Allowance shall be allowed during the terms of the contract.
6. No HRA shall be admissible.
7. Fixation of Remuneration of the Consultant shall be the sole prerogative of TDSAT in terms of guidelines and ceiling prescribed in the clause 4 (i) & (ii) above and the decision of the TDSAT in this regard shall be final.
8. Selected candidates (s) shall not utilize 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. The candidate after selection as consultant shall an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
9. During period of engagement in TDSAT, no outside employment is permitted.
10. Paid leave of absence is allowed at the rate of 1.5 days for each completed month of service. Accumulating of leave beyond a calendar year will not be allowed. No any other kind of leave is admissible.
11. The official/ contractual employee may be called for work on holidays and weekly off without any extra remuneration.
12. The contract may be terminated by either of the party with prior notice of 30 days.
13. The contractual appointment shall also be governed in accordance with Ministry of Finance, Department of Expenditure OM NO. 3-25/2020-E.IIIA, dated 9th December, 2020 and as amended from time to time.
14. The conditions of eligibility, length of service, experience etc. for any post(s) mentioned in this circular/advertisement can be relaxed at the sole discretion of the competent authority in TDSAT in deserving cases.



Registrar-cum-Principal Secretary

**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 7th 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 _____
(c) 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

11. 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 th /6 th /7 th CPC	Nature of Duties
		From	To			

15. (a) Whether you are eligible as per prescribed eligibility criteria for the post applied(Yes or No): _____
- (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 a 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: _____

**PROFORMA OF APPLICATION FOR THE POSTS IN THE
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL (TDSAT)
ON CONTRACT BASIS**

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 : Government /Court/Tribunals/PSUs/
Autonomous body from where retired
7. Date of retirement :
8. Last Basic Pay 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 required.

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

Place:

Date:

Signature of the applicant