

**F.No. 2 (203)/AT/2024**  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
APPELLATE TRIBUNAL (SAFEMA)  
4th FLOOR, LOKNAYAK BHAVAN, KHAN MARKET, NEW DELHI  
Ph.No.-011-20819787

Dated: 13<sup>th</sup> May, 2024

**Vacancy Circular**

**Sub: Engagement of Retired Govt. Employees as Consultant in the Appellate Tribunal (SAFEMA), New Delhi**

Applications are invited from eligible candidates fulfilling the eligibility criterion mentioned below for engagement of retired Central Government Employees as 'Consultant' (in the level of Sr.PS/PS) purely on contractual basis, initially for period of one year or till such vacancy is filled with regular incumbent, whichever is earlier. Details regarding eligibility criteria, terms of references etc., are as follows:

SN	Name of Post/Number of Vacant Post	No. of vacancy	Age limit	Experience
1	Sr. Private Secretary (Pay Level-8 /equivalent)	01 (one)	*Should not be more than age of 64 years	Officers retired from the post of Sr. Private Secretary and above of Central Secretariat Stenographers Service or any other similar service at equivalent level. <b>Experience:</b> English Stenography speed @ 100 w.p.m. (7 minutes dictation to be transcribed in 50 minutes on computer) <b>Desirable:</b> Preference will be given to those who have experience of working in Courts/ Tribunals/ Adjudicating Authority
2	Private Secretary (Pay Level-7 /equivalent)	03 (Three)	*Should not be more than age of 64 years	Officers retired from the post of Private Secretary and above of Central Secretariat Stenographers Service or any other similar service at equivalent level. <b>Experience:</b> English Stenography speed @ 100 w.p.m. (7minutes dictation to be transcribed in 50

				minutes on computer) <b>Desirable:</b> Preference will be given to those who have experience of working in Courts/ Tribunals/ Adjudicating Authority
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\* However in deserving cases, age relaxation may be considered.

## 2. GENERAL TERMS & CONDITIONS

**2.1 Remuneration:** Remuneration of Consultants so engaged will be fixed in accordance to DoE guidelines issued vide OM No. 3-25/2020 -E. III.A dated 09.12.2020. Remuneration so fixed will remain unchanged during entire period of contract.

### 2.2 Allowances:

**a. House Rent Allowance** - No HRA shall be admissible.

**b. Transport Allowance** - An amount of Rs. 3000/- per month or at the rate applicable to the Government Employee at the time of retirement, whichever is lower, will be paid as transport allowance to commute between residence and office during the period of contract. 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.

**2.3 Leaves Of Absence** - Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

**2.4 Drawal of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/ her engagement as consultant. His/ her engagement as consultant shall not be considered as a case of re-employment.

**2.5 Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of consultant. A TDS certificate shall be issued by the concerned DDO on demand.

**2.6 Working Hours:** consultant may follow the normal working hours as prescribed [i.e. 09:30 AM to 06:00 PM], however, as per the exigency one has to sit late to complete the time bound work.

**2.7 Duties:** Consultants may also require undertaking dictations in open Court Rooms or in the chamber of the Hon'ble Chairman or Member as the case may be apart from other duties assigned to them.

2.8 The appointment of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement in the Appellate Tribunal.

2.9 The appointment of consultant is of a temporary (non-official) nature against the specific jobs.

2.10 No TA/ DA shall be payable to the Retired Government Employee for attending skill test/ interview.

### **3. CONFIDENTIALITY OF DATA AND DOCUMENTS**

3.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Appellate Tribunal shall remain with the Appellate Tribunal.

3.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Appellate Tribunal without the express written consent of the Appellate Tribunal.

3.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Appellate Tribunal before the expiry of the contract and before the final payment is released by the Appellate Tribunal.

### **4 CONFLICT OF INTEREST**

4.1 The consultant appointed by the Appellate Tribunal shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Appellate Tribunal nor will he indulge in any activity outside the terms of the contractual assignment.

4.2 The consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Appellate Tribunal.

### **5. TERMINATION OF ENGAGEMENT**

5.1 The engagement of Consultants can be terminated by the Appellate Tribunal at any time without assigning any reason thereof by giving them 15 days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

Appellate Tribunal may terminate the engagement in following conditions: -

- i. The consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Appellate Tribunal;

iii. The consultant fails in timely achievement of the milestones as finally decided by the Appellate Tribunal;

iv. The consultant is found lacking in honesty and integrity.

5.2 The uniform instructions/ guidelines for engagement of consultant are under process in Department of Personnel & Training. If there would be any variation between this Appellate Tribunal and DoP&T guidelines, the later will prevail. The engagement of consultant will stand terminated with effect from the date of issue of DoP&T guidelines.

**6. RIGHTS OF THE APPELLATE TRIBUNAL:** Appellate Tribunal has the right to cancel the advertisement, and not go for engagement of consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

7. In case of any ambiguity or conflict in the terms and conditions as per this circular and DoE OM No. 3-25/2020 -E. III.A dated 09.12.2020, the later shall prevail.

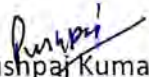
8. Guidelines for the submission of the application

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [registrar-atfp@gov.in](mailto:registrar-atfp@gov.in) or through Speed Post to **The Registrar, Appellate Tribunal, C Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003** by **15.06.2024, 05.00 PM**, with subject bearing "**Application for Consultant**". No other means of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self attested documents:

- a) Copy of retirement notification
- b) Copy of Pension Payment Order (PPO)
- c) Certificate in support of educational qualification & experience

Scanned copies of the documents should be submitted in pdf format only.

Encl: As Above

  
(Pushpa Kumar)  
Registrar, Appellate Tribunal  
Email: [registrar-atfp@gov.in](mailto:registrar-atfp@gov.in)

**To:**

1. All Ministries/ Department under the Central Government - with request to host it on their website and notice board for publicity
2. Under Secretary (CA Cell), North Block, New Delhi - with request to host it on DoR's website as well as websites of CBIC and CBDT
3. Notice Board/Website.



I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Appellate Tribunal of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place:

Signature

Date:

(Full name of the applicant)