

Dtd. 27/1/12

**ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS ON CONTRACT BASIS**

Applications are invited from retired SPS/ PS/ Stenographer Gr. II or equivalent employees retired from Government Department/ PSUs/ Autonomous Bodies for engagement to the post of **Sr.P.S/ Stenographer Gr. II** on contract basis in the Customs Excise & Service Tax Appellate Tribunal. The application may be sent to the Registrar, Customs Excise & Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi - 66. The experience, consolidated salary and other details are as under:-

1. **Post** : i) Sr. Private Secretary  
ii) Steno Gr. II
2. **No. of Vacancies** : Delhi – (SPS-1, Steno Gr. II – 2)  
Mumbai – (Steno Gr. II-2)  
Chennai – (Steno Gr. II -1)  
Bangalore – (SPS-1, Steno Gr. II – 1)  
Ahmedabad – (Steno Gr. II-2)
3. **Experience** : Minimum 15 years of experience as Steno (SPS/PS/Steno Gr. II) in Govt. Department/ PSUs/ Autonomous bodies
4. **Age** : Upto 65 years
5. **Consolidated salary** : Rs.20,000/- p.m. (for SPS)  
: Rs.18,000/- p.m. (for Steno Gr. II)
6. **Period of engagement** : Six Months
7. **Last Date** : 45 days from the date of issue of circular

The above posts are purely on contract basis for a period of six months. The extension of period of contractual appointment in each case will be considered by the competent authority on its merits. The terms and conditions of appointment and format of submission of bio-data may be seen at Annexure I.

  
(S. Chandran)  
Registrar

Copy to :

- i) Notice Board
- ii) Website, CESTAT

**Terms & Conditions**

i) **Tenure:** The appointment is **purely on contract** basis for a period of six months and shall not be considered as a case of re-employment. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Tribunal OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.

ii) **Remuneration:** The contract will entitle the contractual appointee to a consolidated remuneration of Rs.20000/- p.m. for Sr. PS and Rs. 18000/- p.m. for Steno Gr. II. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions.

iii) **Expiry of contract:** The contract will automatically expire on completion of six months until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days notice or salary in lieu thereof. Competent authority would be free to terminate the services in case of absence of a person by more than 15 days beyond the entitled leave in a calendar year.

iv) **Leave:** Person appointed on contract basis shall be eligible for 8 days' leave in a calendar year on prorata basis to be sanctioned by the Competent Authority. The leave entitlement of the appointee shall be governed as per DOPT O.M. No. 12016/3/84-Estt (L) dated 12.4.85 as amended by OM no.12016/2/99- Estt.(L) dated 12.7.1999 and O.M. No. 12016/5/2009-Estt.(L) dated 31.12.2011.

v) **Accommodation:** No hostel or any other accommodation will be provided by the Tribunal.

vi) The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.

vii) The prescribed qualifications/experience is minimum and mere possessing the same does not entitle any candidate for selection.

viii) Upper age limit is 65years as on the last date of receipt of application for the said post.

x) He/ She should also note that he/she will have to conform to the rules of discipline and conduct as applicable.

xii) No travelling or other allowances will be paid to the candidate for joining the appointment on contractual basis.

xi) The candidate should not have been convicted by any Court of Law.

xii) Canvassing in any form will render the candidate disqualified for the post.

xiii) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable to be removed from service and such action as the appointing authority may deem fit.

xiv) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

**Mode of Selection:** The selection of candidates will be made through interview/ skill test from the short listed applications received in response to the advertisement.

