

फॉ. सं./F. No. A-50050/40/2018-CA Cell  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue  
सक्षम प्राधिकारी सेल/Competent Authority Cell  
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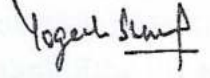
North Block, New Delhi  
Dated: 03<sup>rd</sup> May, 2023

OFFICE MEMORANDUM

**Subject: - Filling up various vacant posts in the Appellate Tribunal (SAFEMA), New Delhi on Deputation-reg.**

The undersigned is directed to forward herewith a Vacancy Circular no. 2(Estt)/ATFP/94 dated 05.04.2023 received from the Appellate Tribunal (SAFEMA), New Delhi inviting applications to fill up 03 posts of Private Secretary (PS) in the Appellate Tribunal (SAFEMA), New Delhi, Department of Revenue, Ministry of Finance on deputation basis. It is requested that the vacancy circular may be circulated among all Ministries/Departments.

Encl: As above



(Yogesh Sharma)

Under Secretary to the Government of India

Tel. No: - 011-23095369

1. All Ministries/Departments of Government of India.
2. The Webmaster, CBIC, Directorate of Systems, New Delhi for hosting the vacancy circular on the website of CBIC.
3. The Webmaster, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad. U.P. for hosting the vacancy circular on the website of CBDT.
4. Section Officer (Computer Cell) for hosting the vacancy circular on the website of Deptt. of Revenue.

F.No. 2(Estt)/ATFP/94  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
APPELLATE TRIBUNAL,, SAFEMA  
4<sup>TH</sup> FLOOR, LOKNAYAK BHAVAN, KHAN MARKERT, NEW DELHI  
Ph. No. -011-24699426 / 20819789

Dated: 05.04.2023

Applications are invited in the proforma given in the Annexure from the officers working under Central Government through proper channel for filling up following posts in the Appellate Tribunal (SAFEMA), Department of Revenue, Ministry of Finance on Deputation basis.

**Name and number of Posts \*:** Private Secretary, Three (03)

Pay scale: PB-2: Rs. 9300-34800+ GP-4600 (Pre-revised), Pay Level-7: Rs. 44900 - 142400

**Mode of Selection:** Deputation

**Period of deputation:** 3 years

**Eligibility:** Officers under the Central Government-

- (i) holding analogous posts of Stenographer on regular basis in the parent cadre or department; or (ii) with three years' service in posts in the scale of Rs. 5500-175-9000 (pre-revised) in the parent cadre or department
2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department if the Central Government shall ordinarily not exceed three (03) years. However, the period of deputation may be curtailed depending upon performance of the officer as well as the organizational requirement.
3. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.
4. Application in prescribed proforma alongwith photocopies of ACRs of last five years duly attested by an officer not below the rank of Under Secretary, Integrity Certificate, Vigilance Clearance Certificate, Major/ Minor Penalty Statement for the last 10 years should be forwarded to the Registrar; Appellate Tribunal SAFEMA, 4<sup>th</sup> Floor, 'A' wing, Lok Nayak Bhawan, Khan Market, New Delhi, so as to reach latest by 5 P.M., 25.05.2023. The vacancy circular and proforma may also be downloaded from the Appellate Tribunal's website [www.atfp.gov.in](http://www.atfp.gov.in).

4. Application of only those officers who are eligible and willing and whose services can be spared immediately on their selection may be forwarded. Applications received after the prescribed date/ or incomplete in any respect shall not be considered.

Encl. A/a

*Yam*  
05/04/2023  
(Anoop Kumar Parmar)  
Registrar

Email: [registrar-atfp@gov.in](mailto:registrar-atfp@gov.in)

1. All the Ministries/Department under the Central Government.
2. Under Secretary (CA Cell), North Block, New Delhi- with request to host it on Department's website as well as CBIC and CBDT websites and circulate it among all the Ministries/ Departments under Central Government
3. Notice Board.

## PROFORMA

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1. Name of the post applied					
2. Name and Address (in Block Letters) With email id and contact number					
3. Date of Birth (in Christian era)					
4. (i) Date of entry into service					
(ii) Date of retirement under Central/ State Government Rules					
5. Educational Qualification					
6. Whether qualifications required for the post are satisfied.					
A) Qualification:					
B) Experience					
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
8. Details of the employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
<b>Office/ Organisation</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of pay</b>	<b>Nature of duties</b>


\*Important: Pay- band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below:

Office/ Institution	Pay-band and Grade Pay drawn under ACP/ MACP scheme	From	To

9. Nature of Present employment i.e. Ad- hoc or temporary or Quasi Permanent or Permanent

10. In case the present employment is held on deputation/ contract basis, please state -

a) Date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate

9.2 Note: Information under column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation.

11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details

12. Additional details about present employment  
Please state whether working under (include the name of your employer against the relevant column)

a. Central Government  
b. State Government

c. Autonomous Organisation d. Government Undertaking e. Universities f. Others	
13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
14. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
15. Additional information, if any, which you would like to mention in support of your suitability for the post	
16. Please state whether you are applying for deputation (ISTC)/ absorption/ re-employment Basis.* (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non- Government Organization are eligible only for Short Term Contract)	
* (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
17. Whether belongs to SC/ ST	

I do hereby declare that the information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

**Certificate by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on the record. He/ she posses the qualification and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

2. Also certified that

- i. There is no vigilance/ disciplinary case pending/ contemplated against Shri/ Smt/ Km.  
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- ii. His / her integrity is certified.
- iii. His / her CR dossier in original/ photocopies of the ACR for last 5 years duly authenticated by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him / her during the last 10 years or a list of major minor penalties imposed on him / her during last 10 years is enclosed (as the case may be).