OFFICE MEMORANDUM

Subject: Appointment to the post of Member, Appellate Tribunal (AT) established under SAFEMA, 1976.

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Appellate Tribunal: The Appellate Tribunal is an appellate authority established under SAFEMA(FOP) Act, 1976 to hear appeals against the orders passed by the Competent Authorities under the Act. Its office is situated in New Delhi.

Vacancy: One post of Member, Appellate Tribunal is due to fall vacant on 26.08.2019.

Qualification: The Member of the Appellate Tribunal shall be a person not below the rank of Joint Secretary to the Government of India. Preference shall be given to the candidate who have experience in the field relevant to the functioning of Appellate Tribunal under SAFEMA.

Terms of Appointment: The Member shall be paid a salary of Rs. 2,25,000/- and shall be entitled to draw allowances as are admissible to a Government of India Officer holding Group ‘A’ post carrying the same pay. The tenure of Member is three years from the date on which he enters upon his office and shall be eligible for reappointment, provided he cannot hold office as such after he has attained the age of sixty two years.

Application procedure: Applications of eligible and willing officers are requested through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-I (ii) Certificate to be furnished by the employer/head of office/forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of atleast last ten years duly attested by a Group A officer (iv) cadre clearance (v) clearance from vigilance and disciplinary angle as in Annexure-III and (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by **12th September, 2019**: 

Cont.../
Shri Rajinder Kumar  
Under Secretary (Ad.l)  
Department of Revenue  
Room No.77A, North Block  
New Delhi – 110 001  
Telephone No.2309 3277

Any application received after due date without necessary Annexures as mentioned above will not be entertained.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of applications.

(Rajinder Kumar)  
Under Secretary to the Govt. of India

To

1. Chairman, CBDT/Chairman, CBIC/ Commissioner(Coord), CBIC.
2. Joint Secretaries (Admn.) of all the Ministries/Departments of Government of India.
3. Technical Director, NIC, Department of Personnel and Training, Room No. 11/A, North Block, New Delhi with the request to post this circular on the DoP&T website under the heading “Vacancies in the Autonomous Organisations “.
4. Section Officer (Computer Cell), Department of Revenue, with the request to upload the vacancy circular on the official website of the Department of Revenue.

(Rajinder Kumar)  
Under Secretary to the Govt. of India
PROFORMA
(F.No.A.12026/10/2019-Ad.I)

1. Name:

2. Date of birth:

3. Designation & Pay in Pay Matrix:

4. Cadre/Service to which belong:

5. Educational qualification (in reverse chronological order):

<table>
<thead>
<tr>
<th>Name of University/ Equivalent Institution</th>
<th>Degree</th>
<th>Year of passing</th>
<th>Division/ % of marks obtained</th>
<th>Academic Distinction</th>
<th>Subject/ specialization</th>
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6. Employment record (in chronological order starting with present post, list in reverse):

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<tr>
<th>Name &amp; address of employer</th>
<th>Designation, scale of pay (Pay in Pay Matrix) and whether regular/ deputation /ad-hoc</th>
<th>Period of service From</th>
<th>To</th>
<th>Nature of work/experience</th>
</tr>
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7. Details of Experience in the field relevant to functioning of Appellate Tribunal under SAFEMA:
9. Additional information, if any,
   which you would like to :
   mention in support of the
   application for the post

DECLARATION

6. I certify that the foregoing information is correct and complete to the best of
   knowledge and belief and nothing has been concealed/distorted. If at any time
   I found to have concealed/distorted any material information; my appointment
   shall be liable to summary termination without notice.

7. I shall not withdraw my candidature after the meeting of the Selection Committee.

8. I shall not decline the appointment, if selected for appointment by the ACC.

9. I shall join within 30 days from the date of issue of order of appointment.

10. I am aware that in case I violate any of the conditions mentioned at Sl.No.2 to 4,
    the Government of India is likely to debar me for a period of three years for
    consideration for appointment outside the cadre and in any Autonomous
    Body/Statutory Body/Regulatory Body.

Place:
Date:

Signature of the candidate
CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

6. Certified that the particulars furnished by Shri/Smt/Kum----------------------------- are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.

7. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).

8. His/her integrity is certified.

9. No major or minor penalty was imposed on Shri/Smt/Kum----------------------------- during the last 10 years period.

10. The up-to-date attested Photostat copies of ACR/APARs of last 10 years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum----------------------------- is enclosed herewith.

Seal & Signature of the cadre controlling Authority
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING
SOUGHT
(To be furnished and signed by the CVO or HOD)

10. Name of the Officer (in full):
11. Father’s name:
12. Date of Birth:
13. Date of Retirement:
14. Date of entry into service:
15. Service to which the officer
   Belongs including batch/year
   /cadre etc. wherever applicable:
16. Positions Held (during ten preceding years):

<table>
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<tr>
<th>S. No.</th>
<th>Organisation (name in full)</th>
<th>Designation &amp; Place of Posting</th>
<th>Administrative/ nodal Ministry/ Department concerned (in case of officers of PSUs etc)</th>
<th>From</th>
<th>To</th>
</tr>
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17. Whether the officer has been placed on the
   Agreed List or List of Officers of Doubtful
   Integrity (If yes, details to be given):

18. Whether any allegation of misconduct
   involving vigilance angle was examined
   against the officer during the last 10
   years and if so with what result(*):

10. Whether any punishment was awarded to the
   Officer during the last 10 years and if so the date
   Of imposition and details of penalty(*):

11. Is any disciplinary/criminal proceedings or
    Charge sheet pending against the officer as
    On date (if so, details to be furnished, including
    Reference number, if any of the Commission):

12. Is any action contemplated against the officer
    As on date (if so, details to be furnished)(*):

DATE: (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the
   information may be provided for the period thereafter.