



GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION DEPARTMENT
DISPUR :: GUWAHATI - 6

Block - A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No. S(E) 04/2015/269

Dated :Dispur the 9th July, 2021

From : Shri P. Baruah,
Joint Secretary to the Govt. of Assam,
Secretariat Administration Department

To : 1. All Departments of Assam Secretariat, Dispur, Guwahati-6
2. All Establishments of Assam Secretariat, Dispur, Guwahati-6

Sub: Filling up of the post of Photocopier in the Central Administrative Tribunal, Guwahati Bench on deputation basis.

Sir/Madam,

With reference to subject cited above, I am directed to enclose herewith a copy of vacancy circular No. 3-25/05-Estt/728 dated 17-05-2021 received from Central Administrative Tribunal, Guwahati Bench for filling up the post of Photocopier in the Central Administrative Tribunal, Guwahati Bench on deputation basis for kind notice of employees of your Department/Establishment.

Yours faithfully

Encl: as stated above

Sd/-

Joint Secretary to the Govt. of Assam,
Secretariat Administration Department
Dated :Dispur the 9th July, 2021

Memo No. S(E) 04/2015/269 -A

Copy forwarded for information and necessary action to:

1. PS to the Commissioner & Secretary, Secretariat Administration Department for kind information of Commissioner & Secretary.
2. P.A. to the Secretary, Secretariat Administration Department for kind information of Secretary.
3. Office Notice Board, Janata Bhawan.
4. Content Manager, SAD, Janata Bhawan for uploading in SAD website.
5. Office Copy

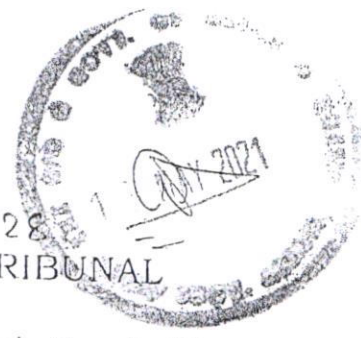
By order etc.

Joint Secretary to the Govt. of Assam
Secretariat Administration (Estt) Department

No. 3-25/05-Estt./728
CENTRAL ADMINISTRATIVE TRIBUNAL
GUWAHATI BENCH

Rajgarh Road, Bhangagarh,
Guwahati-05

Date: 17 May 2021



267 (28)

for Secy Personnel

C I R C U L A R

DOB
PIY

Secy (Pn) TPB

Subject: Filling up of the post of Photocopier in the Central Administrative Tribunal, Guwahati Bench, on deputation basis

It is proposed to fill up the post of Photocopier in the Central Administrative Tribunal on deputation basis. The pay and allowances and other terms of deputation for the officials selected will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. A-12011/2/2011-AT dated 30/04/15 as amended from time to time. Number of vacancies, scale of pay and eligibility criteria for filling up of the above post on deputation basis as under:

19/5/21
to Secy (Pn) TPB
to SMD
17/5/21

1. Photocopier : NO. OF POST-1 (ONE)

Group C/Pay Scale/Pay band-5200-20,200/- plus Grade pay Rs. 1900/- (pre-revised) and revised Rs. (19,900-63200) matrix level 2

ELIGIBILITY CRITERIA

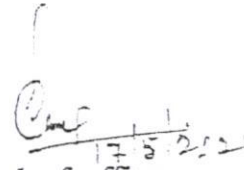
1. By absorption or deputation from amongst the regular Group C employees of Central Government or state or High Court or District court and employees of CAT with 3 years regular service, in the scale of Pay band -I Rs. 5200-20200 with Grade Pay Rs. 1800/- and having matriculation pass or equivalent from recognised university or Board with proficiency or experience in handling of photocopying machines.
2. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of the application.

1564
28/05/2021

1008
19/5/21

- (29)
3. It is accordingly requested that the application in the enclosed proforma with upto date C. R. dossier or attested photocopies thereof for the last 5 years of the eligible officers who are willing to be considered for the above post and can be spared may be forwarded to the undersigned latest by 18.06.2021.
 4. While forwarding the applications, certificate to the effect that the officers are clear from vigilance point of view and here is no disciplinary case pending/completed against the officer may also be given.
 5. The department while forwarding the application may ensure that the officers, who volunteer for the post, shall not be allowed to withdraw their names later on.
 6. Applications received after the expiry of last date or without CR dossier photocopies thereof, duly attested/vigilance clearance of otherwise found incomplete will not be considered.

Encl: Proforma


17/5/21
Head of office

Copy To:

1. The Principal Registrar, CAT, Principal Bench, New Delhi.
2. The Chief Secretary, Govt. of Assam, Dispur, Guwahati.
3. The Registrar General, Hon'ble High Court of Guwahati.
4. The Registrar, District Court, Guwahati
5. All Central Govt. Offices in Guwahati (as per list)
6. Circular File.
7. Notice Board.

208 (20)

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF _____
 (To be typed in double space on single side)

- 01 Name of the Applicant (In Block letters) _____
- 02 Name, Address and Contact No of the office where working at present _____
- 03 Contact Details of the applicant
 - a) Mobile No _____
 - b) E-Mail ID _____
 - c) Landline No _____
 - d) Residential Address _____
- 04 Date Of Birth _____
- 05 Sex (Male/Female) _____
- 06 Date of Entry into the Govt. Service and Service to which the applicant belongs (Central/State/Autonomous) _____
- 07 Present post held
 - a) Date of appointment in the Present post Mention adhoc & regular periods separately _____
 - b) Pay Band, Grade Pay & Present Basic Pay: _____
- 08 Details of earlier deputations, if any
 - a) Whether presently holding deputation post or not: _____
 - b) If 'yes' please mention, Pay Band, Grade Pay & Present Basic Pay _____
- 09 Educational qualifications in chronological order (including professional qualification)

S No	Degree/ Diploma	Year	Subjects taken	Univer
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- 10 Brief Service particulars/ experience details (Give complete detail in chronological order by indicating Pre-revised & Revised scale of the post held) _____
- 11 Whether SC/ST/OBC _____
- 12 Choice of station _____

Signature of the Applicant

Certificate to be furnished by the Head Office

- 1 Service particulars given above have been verified from the service record of the _____ and found correct.
- 2 Certified that no vigilance enquiry/ Disciplinary case is pending or contemplated against applicant.
- 3 The officer/official will be relieved of his/her duties from this office to take up assistance the Central administrative Tribunal, on his/her selection for appointment to the post.

Place :

Date:

Signature
 Designation
 Office seal: