GOVERNMENT OF INDIA
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
4th Floor, Room No.478, Hotel Samrat, Chanakyapuri, New Delhi 110021

No.3/1/2016/Admn./TDSAT

CIRCULAR

Applications are invited for filling up of the following posts in the Telecom Disputes Settlement and Appellate Tribunal, New Delhi, on deputation basis (initially for 3 years)/retired person on contract basis (initially for 1 year) from suitable candidates, who fulfill the eligibility conditions as shown below:

(A) Eligibility and terms/condition for Deputation

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Pay Scale (Rs.)</th>
<th>Eligibility Conditions</th>
</tr>
</thead>
</table>
| 1.      | Librarian        | 1           | Rs.9300-34800/- (PB2) with Grade Pay of Rs.4800/- | Officers in Central/State Government/Courts/Tribunals (including this Tribunal)/PSUs/Autonomous bodies/Universities and Education Institutions of Central/State Government and holding:-
  a) an analogous posts on regular basis;
  OR
  a post in the scale of Rs.9300-34800/- (PB2) with Grade Pay of Rs.4600/- and having two years of regular service in the grade;
  OR
  a post in the scale of pay of Rs.9300-34800/- (PB2) with Grade Pay of Rs.4200/- and having six years of regular service in the grade.
  b) Degree/Diploma in Library Science of a recognized University or Institute;

Desirable: Master Degree in Library Science of a recognized University, Degree in Law and having knowledge of computer, experience in a responsible capacity in a Library.

| 2.      | Accountant       | 1           | PB-2 9300-34800/- + G.P. 4800/- | Officers in Central/State Government/Courts/Tribunals/PSUs/Autonomous bodies holding:-
  a) an analogous posts on regular basis;
  OR
  a post in the scale of Rs.9300-34800/- (PB2) with Grade Pay of Rs.4600/- or corresponding IDA scale in case of

Dated: May, 2016
PSUs and having two years of regular service in the grade;

OR

a post in the scale of Rs.9300-34800/- (PB2) with Grade Pay of Rs 4200/- or corresponding IDA scale in case of PSUs and having six years of regular service in the grade.

b) possessing any one of the following qualifications:-

i) a pass in SAS or equivalent examination conducted by any of the organized accounts departments of the Central Government; or

ii) Successful completion of training in Cash and Accounts work in ISTM or equivalent and experience in Cash Accounts and Budget work.

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<tr>
<th>No.</th>
<th>Position</th>
<th>Salary</th>
<th>Qualifications</th>
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</table>
| 3   | Assistant                      | Rs.9300-34800/- (PB2) with Grade Pay of Rs 4200/- | Officials in the Central/State Government/Courts/Tribunals/PSUs/Autonomous bodies having a degree from a recognized University and holding:

a) analogous post on regular basis; OR

b) Posts in the scale of Rs.5200-20200 (PB1) with Grade Pay of Rs 2400/- with 10 years of regular service in the grade.|

| 4   | Personal Assistant/Stenographer grade 'C' | Rs.9300-34800/- (PB2) with grade pay Rs.4200/- | Officials in the Central/State Government/Courts/Tribunals/PSUs/Autonomous bodies having a degree from a recognized university and holding:

Analogous post on regular basis; OR

post of Stenographer Grade-II in the scale of Rs.5200-20200(PB1) with Grade Pay of Rs.2400/- or corresponding IDA pay scale in case of PSUs and having 10 years of regular service in the grade.|

| 5   | Stenographer Grade- II         | Pay Band-2 Rs.5200-20200 plus grade of pay Rs. 2400/- | Governments, Courts, Tribunal, public sector undertakings and autonomous bodies—

(a)(i) holding analogous posts on regular basis in the parent cadre or department; OR

(ii) with eight years' service in the Pay |
<table>
<thead>
<tr>
<th>6. Upper Division Clerk</th>
<th>PB-1</th>
<th>Rs.5200-20200 plus Grade Pay of Rs. 2400/-</th>
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</table>

- Band-1; Rs.5200-20200 with grade pay of Rs. 1900/- rendered after appointment thereto on regular basis in the parent cadre or department; and
- (b) possessing the educational qualifications are 12th Class pass from a recognised Board or University; and
- (ii) Skill test norms
- Dictation: 10 minutes @ 80 words per minute
- Transcription: 50 minutes (English) 65 minutes (Hindi) (only on computer).

Officers of the Central or State Government, Public Sector Undertakings, Autonomous bodies, Courts and Tribunals:
- (a)(i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with eight years regular service in PB-1 Rs.5200-20200 with Grade Pay of Rs.1900 in the parent cadre or department; and if already Rs. 1900/-, he must have passed 12th;
- (b)(i) Degree possessing 12th class pass or equivalent qualification from a recognised Board or University;
- (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi only on computer.
- (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).

The pay of the officer selected will be regulated in accordance with DOP&T, O.M. No.6/8/2009-Estt. (Pay II), dated 17.06.2010 as amended from time to time.

The maximum age limit for appointment on deputation shall be 56 years as on the closing date for receipt of applications.

The applications in the prescribed Proforma (Annexure-I) available in the website of TDSAT(www.tdsat.nic.in), from eligible officers who can be spared in the event of their selection may be forwarded in the name of Director, TDSAT within 45-days of publication of the advertisement in the Employment News along with (a) up-to-date photo copies of the annual confidential reports/APAR for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.
(B) **Eligibility and terms/condition for contract**  (For Sl. No. 4 and 5 of (A))

1. Retired officials who have superannuated after working in Central/State Government /Courts/ Tribunals/PSUs/ Autonomous bodies and are less than 62 years of age on closing date of receipt of application.

2. Such officials should have been working for rendering secretarial assistance including Stenography and typing works in their original cadre/ service before superannuating. They should have their own housing (accommodation) in Delhi as accommodation will not be provided by TDSAT. They should have good communication, drafting and interpersonal skills. They should be proficient in working on Microsoft Word and preferably also on Microsoft Excel.

3. Selected candidates(s) shall not utilise or part with the data collected during their assignment in TDSAT, to any third party. They shall also hand over the entire set of records in their possession to TDSAT before the expiry of their contract.

4. TDSAT shall pay monthly fee on contract basis determined on the basis of Last Pay drawn.

5. During period of engagement in TDSAT, no outside employment is permitted.

6. Entitled for 8 Casual leaves in a year with pro-rata entitlement for part of a year. Entitled to Gazetted leaves, weekly off. No other leave admissible. However, may be called for work on Holidays and weekly off without any extra remuneration.

7. The contract may be terminated by way of written notice of 15 days if work is not to satisfaction of TDSAT or found lacking in honesty/integrity/conduct. TDSAT also reserves right to terminate contract by way of written notice of 30 days without assigning any reasons whatsoever.

8. Application may be submitted in prescribed proforma (Annexure-II) along with self-attested supporting documents so as to reach undersigned within 45 days of publication of this Circular in Employment News.

**Note:** In both cases - (A) and (B), preference would be given to persons having experience of working in Courts.

(Robin Adaval)
Director
PROFORMA FOR APPLICATION FOR THE POSTS IN THE
TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL (TDSAT)
ON DEPUTATION BASIS.

Post applied for: ________________________________
Grade of Pay & Pay Band: ____________________________

1. Name of the Applicant: ____________________________

2. Service to which you belong and
date of entry in the Govt. Service:

3. Name and Address (with Tele No.) of
Office where working at present:

4. Address for Correspondence:

5. Contacts:  
(a) Mobile
(b) Landline
(E-mail)

6. Sex (Male/Female):

7. Date of Birth:

8. Date of Retirement:

9. Present post held:
   (a) Date of appointment in the present post:
   (b) Pay Band and Grade Pay w. e. f.
   (c) Whether the present post is held
On deputation:
   (d) If yes, mention name of parent office,
Post held on regular basis and date of
Appointment thereon:

10. Educational Qualifications (Graduation onward):

<table>
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<tr>
<th>Exams passed</th>
<th>University/Instt./Board</th>
<th>Year of Passing</th>
<th>Duration of Course</th>
<th>Subjects</th>
<th>Percentage of Marks</th>
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11. Details of training undergone, if any: ________________________________

12. Details of proficiency in computer: ________________________________

13. Whether belongs to SC/ST/OBC: ________________________________

14. Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format below):

<table>
<thead>
<tr>
<th>Office/Instit/Org.</th>
<th>Post Held</th>
<th>Period</th>
<th>Nature of Appointment (Regular/Adhoc/Deputation)</th>
<th>Scale of Pay and Basic Pay/ Pay Band &amp; Grade Pay</th>
<th>Nature of Duties</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>From</td>
<td>To</td>
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</tr>
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</table>

15. (a) Whether eligible as per prescribed eligible Criteria for the post applied: ________________________________

    (b) If yes, indicate specific criteria being fulfilled (both essential & desirable wherever applicable): ________________________________

(Signature of the applicant)

Name & Designation in Block Letters

Date: ________________________________

Place: ________________________________

**Recommendation of the Competent Authority**

i) Certified that the information furnished by the candidate has been verified from records and found to be correct.

ii) Certified that copies of last 5 years ACRs duly certified by the Gazetted Officer are attached.

iii) Certified that no vigilance enquiry is pending or contemplated against the individual and no (major or minor) penalty has been imposed on him/her during the preceding five years.

(Signature of the Officer with Seal)

Name: ________________________________

Designation: ________________________________

Office: ________________________________
Application for engagement on contract basic in TDSAT

Post Applied for: ________________________________

1. Name of Applicant: __________________________
2. Father’s name: ______________________________
3. Residential Address: __________________________
4. Contact No.: Landline: _______________________ Mobile: __________________
5. Date of birth: ________________________________
6. Name of Service Central/State: __________________
   a. Government /Court/Tribunals/PSUs/
   b. Autonomous body from where
   c. Retired.
7. Date of retirement: ____________________________
8. Basic Pay last drawn (Pay in PB-GP): ___________
9. Postings held during the last 5 years: __________________
   Before retirement. ____________________________
10. Educational Qualifications: __________________
11. Details of Computer knowledge: _______________
12. Any other information: ________________________
13. Self attested copy of P.P.O/LPC Enclosed: Yes/No
14. Additional relevant information, in support of your suitability for said Engagement. Attach separate sheet, if necessary. Yes/No

Declaration: I do hereby declare that the information stated above are true to the best of my knowledge and if subsequently it is found that any part or whole of the information are false or mis-stated, my candidature will be liable for cancellation.

Place: __________________ Date: ________________

Signature of the applicant: ______________________