

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

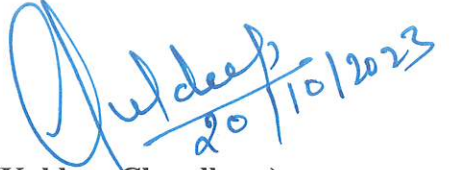
North Block, New Delhi
Dated: 20th October, 2023

OFFICE MEMORANDUM

Subject: Filling up one vacant post of Staff Car Driver (Ordinary Grade) in the Appellate Tribunal (SAFEMA), New Delhi on Deputation/Re-employment/Absorption basis-reg.

The undersigned is directed to forward herewith a Vacancy Circular no. 2(Estt)/ATFP/94-Vol.II dated 06.10.2023 along with corrigendum dated 13.10.2023 attached to it received from the Appellate Tribunal (SAFEMA), New Delhi inviting applications to fill up 01 post of Staff Car Driver (Ordinary Grade) in the Appellate Tribunal (SAFEMA), New Delhi, Department of Revenue, Ministry of Finance on deputation/re-employment/absorption basis. It is requested that the vacancy circular may be circulated among all Ministries/Departments. The last date for receipt of the duly filled-up application in the Appellate Tribunal (SAFEMA), New Delhi is 08.11.2023(5.00 PM).

Encl: As above


20/10/2023

(Kuldeep Chaudhary)

Under Secretary to the Government of India

Tel. No: - 011-23095359

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 Webmanager, 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-Vol II
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
APPELLATE TRIBUNAL, SAFEMA
4th FLOOR, LOKNAYAK BHAVAN, KHAN MARKERT, NEW DELHI
Ph.No.-011-24699426 / 20819789

Dated: 06th October, 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.

| SN | Name of Post/Number of Vacant Post | Pay Scale | Mode of Selection | Eligibility |
|----|------------------------------------|---|---------------------------------------|---|
| 1 | Staff Car Driver Grade-II (01) | Pay Matrix level-2 (Rs. 19,900 to Rs. 63,200) | Deputation/ Re-employment/Absorption/ | Regular Dispatch Rider (Group 'C') and Group 'D' employees in the Central/State Government/Organization who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars, failing which from officials holding the post of Dispatch Rider on regular basis or regular Group 'D' employees in the Central/State Government/Organization who fulfill the necessary qualifications as given below; Essential: <ol style="list-style-type: none"> 1. Possession of a valid permanent Driving License for Motor Cars. 2. Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle) 3. Experience of driving a motor car for at least three (03) years. Desirable: <ol style="list-style-type: none"> 1. A pass in the 8th standard 2. Three years serving as Home Guard/Civil Volunteer. For Ex Servicemen: |



| | | | | |
|--|--|--|--|---|
| | | | | The Armed Force personnel due to retire or who have been transferred to reserve within a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. |
|--|--|--|--|---|

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 organization/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. 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 may be forwarded to the Registrar; Appellate Tribunal SAFEMA, 4th Floor, 'A' wing, Lok Nayak Bhawan, Khan Market, New Delhi, so as to reach latest by 5 P.M., 08.11.2023. The vacancy circular and proforma may also be downloaded from the Appellate Tribunal's website 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. As Above

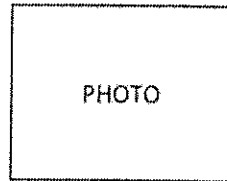

 06/11/2023
 (Anoop Kumar Parmar)
 Registrar
 Email: registrar-atfp@gov.in

Copy to:

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. The Directorate General Resettlement, West Block-IV, Rama Krishna Puram, New Delhi - 110066
4. Notice Board.



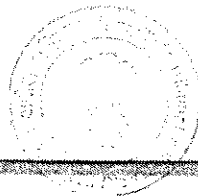
PROFORMA



| 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. | | | | | |
| Office/ Organisation | Post held | From | To | Scale of pay | Nature of duties |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



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|---|---|---|---|
| *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 |
| | | | |
| <p>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</p> <p>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.</p> | | | |
| 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 | | | |

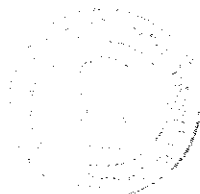


| | |
|---|--|
| c. Autonomous Organisation d. Government Undertaking e. Universities f. Others | |
| 13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade | |
| 14. Are you in revised scale of pay? If yes, give the date from which the revision 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 possesses 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.
.....
- 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).



Government of India
Ministry of Finance, Department of Revenue,
Appellate Tribunal (SAFEMA)
New Delhi – 110003.
Telephone: 011-20819916/15

Dated :13.10.2023

Corrigendum

In the vacancy circular No. 2(Estt)/ATFP/94-Vol.II dated 6th October, 2023 in the table name of post should be read as “Staff Car Driver (Ordinary Grade).”

Yan
13/10/2023
(Anoop Kumar Parmar)
Registrar

Email: registrar-atfp@gov.in

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