

**TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
GOVERNMENT OF INDIA**

4th Floor,
Room No.478
Hotel Samrat,
Chanakyapuri,
New Delhi 110021

No.1/25/2009/TDSAT

Dated: 12th October, 2009

CIRCULAR

Applications are invited for filling up the post of Desk Officer in the Telecom Disputes Settlement & Appellate Tribunal, New Delhi on purely deputation basis from amongst officers fulfilling the following requirements: -

Name of Post	No. of Post	Pay Band + Grade Pay (Rs.)	Eligibility Conditions
Desk Officer	1	9300-34800 + G.P. Rs.4800/-	Persons working under Central/State Government/Courts/Tribunals- i) holding analogous post on regular basis, or ii) holding a post in the scale of pay of Rs.5500-9000/- (pre-revised) with 8 years of regular service, and iii) possessing degree of a recognized University or equivalent.

The broad details of responsibilities of the post are at Annexure-I.

The pay of the officer selected will be regulated in accordance with DOP&T, O.M. No.2/29/91-Estt. (Pay-II) dated 5.1.1994, 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 enclosed proforma (Annexure-II) from eligible officers who can be spared in the event of their selection, may be forwarded to the undersigned latest by 30th November, 2009 or within 60 days, from the date of publication in Employment News whichever is earlier along with (a) up-to-date ACR Dossiers of the candidate concerned or photo copies of the annual confidential reports 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.

Sd/-

**(G. CHATTERJEE)
DIRECTOR**

**BROAD DETAILS OF THE RESPONSIBILITIES OF THE POST OF DESK OFFICER IN
TDSAT**

- (i) Scrutiny of Petitions/Appeals/Replies/Affidavits etc. and Computation of fees, ad-valorem rate of fees on petitions/appeals applications etc.**
- (ii) Registration of matters (Petitions, Appeals, Miscellaneous Applications, Review Applications, Executive Application etc.).**
- (iii) Listing of matters before the Bench and issuance of notices etc.**
- (iv) Instructions for compliance with the orders of the Tribunal.**
- (v) Forwarding of copy of daily order, judgment to respective Counsels/Parties.**
- (vi) Issuing certified copy of orders/judgments.**
- (vii) Record management of files of Judicial Section.**
- (viii) Preparation of Office Report, whenever required in a case for consideration of Hon'ble Bench.**
- (ix) Hearing and disposing submissions of Counsels/Parties on objections raised in the filing of cases/pleadings.**
- (x) Ensuring compliance of directions for Registry in orders of the Tribunal.**
- (xi) Imparting periodical training to interns from various Law Colleges.**
- (xii) Imparting counselling to counsels/parties on jurisdiction and procedures of TDSAT**

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. (a) Name (in block letters):
 (b) Service to which you belong
 (c) Office Address (with Tele No.):
 (d) Residential Address (with Tele No.):
 (e) Sex (Male/Female):

Passport size
photograph

2. Date of Birth:

3. Date of Retirement:

4. Present Pay, (Grade Pay & Pay Band) :

5. Educational Qualifications (Graduation onward):

Exams passed	University/ Instt. /Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

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

Office/Instt/Org.	Post Held	Period		Nature of Appointment (Regular/Adhoc/ Deputation)	Scale of Pay and Basic Pay/ Pay Band & Grade Pay	Nature of Duties
		From	To			

7. Details of experience in chronological order if any, of handling the nature of work indicated in Annexure-I:

8. Nature of present employment i.e. Ad-hoc /Temporary / Permanent:

9. In case the present employment is held on deputation, please state
 - (a) the date of initial appointment
 - (b) period of appointment on deputation with address
 - (c) Name of the parent office/organization with address to which you belong.
10. Details of training undergone, if any:
11. Details of proficiency in computer:
12. Whether belongs to SC/ST/OBC:
13. Any other information, which you want to furnish:
14. Please state briefly how you find yourself best suitable for the post applied for.

Date:
Place:

(Signature of the Applicant)

Recommendation of the Competent Authority

- i) Service particulars given by the applicant are verified w.r.t. service records and found to be correct. Photocopies of the CRs for preceding 5 years are enclosed.
- ii) The Officer is clear from vigilance angle.
- iii) If the Officer is selected for appointment on deputation in the Telecom Disputes Settlement & Appellate Tribunal, he/she will be relieved within 15 days of receiving the intimation in this Ministry/ Department/Organization.

(Signature of the Competent Authority with office seal)