

F. No.A-12026/02/2007 Admn.IV(I.A)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi  
Dated the 23<sup>rd</sup> December, 2011

**CIRCULAR**

Subject: Filling up the post of Registrar in the Appellate Tribunal for Foreign Exchange on deputation basis.

One post of Registrar, in the scale of pay of Rs.10,000-325-15,200/- (pre-revised) [Revised to PB-3, Rs.15600-39100/- + G.P. Rs.6600/-] in the Appellate Tribunal for Foreign Exchange constituted under FEMA Act, 1999 under the Administrative control of this Department is proposed to be filled up on deputation basis, for a period of not more than three years. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/91-Estt. (Pay-II) dated 09.01.1994 and Mp.2/8/97-Estt. (Pay-II) dated 11.03.1998 as amended from time to time. The qualifications, job requirements etc of the post are given in **Annexure-I**.

2. It is requested that applications, in the prescribed proforma as given in **Annexure-II**, along with (i) up-to-date CR dossier (duly attested photocopy thereof) (ii) integrity certificate (iii) vigilance clearance certificate and (iv) statement of major/minor penalties, if any, imposed on the officer during the last 10 years, of the eligible and willing officers who can be spared immediately in the event of their selection, may be forwarded to the "**Under Secretary (Admn.), Department of Legal Affairs, Ministry of Law & Justice, Room No.410, 'D' Wing, Shastri Bhawan, New Delhi-110001**" within **60 days** from the date of its publication in the 'Employment News'. Applications received late or incomplete in any respect shall not be considered.



(Admn. Secy.)

Under Secretary to the Govt. of India  
Tele. No 011-23389117

Copy to:-

1. All the Ministries/Department of the Government of India.
2. Branch Sectt.-Mumbai/Kolkata/Chennai/Bangalore.
3. All Assistant Legal Adviser/PPS/Superintendent (Legal)/PS/Assistant (Legal) etc. Department of Legal Affairs including those at Central Agency Section/ Law Commission of India/ Litigation (High Court) Section/Litigation (Lower Courts) Section.
4. PS to Member, ATFE for information.
5. SSA, NIC for uploading the Circular on the web-page of this Department.
6. Technical Director, NIC, Room No 11/A, North Block, New Delhi for posting it on the DOP&T's website

ANNEXURE-I

1. Name of the post: **Registrar, Appellate Tribunal for Foreign Exchange.**
2. Scale of Pay: **Rs.10,000-325-15,200/- (pre-revised) [Revised to PB-3, Rs.15600  
39100/- + G.P. Rs.6600/-]**
3. Eligibility: Officers of the Central Government:

(a) (i) Holding analogous posts on regular basis in the parent cadre/Department

**OR**

(ii) With five years service in the grade rendered after appointment thereto on regular basis in the pay scale of Rs.8000-13500/- (pre-revised) or equivalent in the parent cadre/Department

**OR**

(iii) with seven years service in the grade rendered after appointment thereto on regular basis in the pay scale of Rs.7450-11500 (pre-revised) or equivalent in the parent cadre/Department

**OR**

(iv) with eight years service in the grade rendered after appointment thereto on regular basis in the pay scale of Rs.6500-200-10500 (pre-revised) or equivalent in the parent cadre/Department

**AND**

(b) Possessing the following educational qualifications and experience

**Essential:**

- (i) Degree of Law (L.L. B) from a recognized university or equivalent.
- (ii) Five years experience in Judicial/Quasi-Judicial Bodies in works relating to filing of applications, scrutiny, rules and procedures of judicial bodies.

**Desirable:**

Five years experience in works relating to Foreign Exchange Regulations.

(Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

**ANNEXURE-II**

Application for the post of Registrar in the Appellate Tribunal for Foreign Exchange

1. Name of the applicant  
(in Block letters)
2. Designation
3. Present Office
4. Particulars of the Post held at present:
  - (a) Scale of Pay
  - (b) Date of joining
  - (c) whether regular/ad-hoc/deputation
5. Whether belongs to UR/SC/ST/OBC
6. Educational Qualification possessed
7. Experience (in terms of eligibility conditions)  
(Post held, period and nature of duties)

Date:

Signature of Candidate

Name and Address of the Forwarding Office

Reference No.:-

Date:-

It is certified that:-

- i) The information given in the above proforma is correct as per the service records of the applicant.
- ii) The applicant is clear from the vigilance angle.
- iii) The Integrity of the officer is beyond doubt.
- iv) That no penalty-major or minor was imposed on the officer during the last 10 years.
- v) The Cadre Controlling Authority of the applicant has given its clearance for his/her application for the above mentioned post.
- vi) Complete up to date Confidential Report Dossier (duly attested photocopy thereof) of the officer is sent herewith.

Date:

(Signature of the Head of office with stamp)