

**FORM I**

(see rule 4)

[Format for the vacancy circular including the format for application]

F. No. MAT 2023/334/C.R.97/2023/38

Government of Maharashtra  
General Administrative Department,  
Mantralay, Mumbai.

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Room No.307  
Mantralay, Mumbai-400 032.  
Dated : 28.12.2023.**Vacancy Circular****Subject :- Selection for the post of Member (Judicial), Mumbai and Member (Administrative), Nagpur Bench in Maharashtra Administrative Tribunal.**

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**1. Tribunal :-** The Maharashtra Administrative Tribunal is an Authority established under Administrative Tribunal Act, 1985 to hear various administrative matters under State Government. Its headquarter is situated at Mumbai and its regional Benches are situated at Nagpur and Aurangabad. A Member, upon selection, may be posted at any of these places.**2. Vacancy :-** Applications are being invited for the following existing and anticipated vacancies:

Post	Place	Date of Vacancy
Member (Judicial)	Maharashtra Administrative Tribunal, Mumbai	25.08.2023
Member(Administrative)	Nagpur Bench	31.03.2023

**3. Qualification:-** The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal Reforms Act,2021 and Tribunal (Conditions of Service) Rules, 2021. They are as follows :-

1.	Pay Scale	Rs.2,25,000/-plus allowances and other facilities as per rules. In case of appointment of retired officer, pension if any shall be deducted from the basic pay.
2.	Tenure of Appointment	The tenure of appointment shall be 4 years or up to the completion of 67 years of age, whichever is earlier.
3.	Qualification Criteria for Member Judicial	The person who has not completed the age of fifty years shall not be eligible for appointment as a Member. The candidate unless he is or has been, a Judge of a High Court, or has held the post of Additional Secretary to the Government of India or any equivalent or higher post in the Department of Legal Affairs or the Legislative Department including Member-Secretary, Law Commission of India; or has, for a combined period of ten years, been a District Judge and Additional District Judge; or has, for ten years, been an advocate with substantial experience in litigation in service matters in Central Administrative Tribunal, Armed Forces Tribunal, High Court or Supreme Court.

4.	Qualification for Member <b>Administrative</b>	Criteria Member	<p>The person who has not completed the age of fifty years shall not be eligible for appointment as a Member.</p> <p>Unless candidates has held the post of Additional Secretary to the Government of India or any other post under the Central Government or a State Government and carrying the scale of pay which is not less than that of an Additional Secretary to the Government of India.</p> <p>Provided that the officers belonging to All-India services who were or are on Central deputation to a lower post shall be deemed to have held the post of Additional Secretary from the date such officers were granted proforma promotion or actual promotion whichever is earlier to the level of Additional Secretary and the period spent on Central deputation after such date shall count for qualifying service for the purpose of this clause.</p>
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**4. Procedure for selection:-** the Search-Cum selection Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said post shall scrutinise the applications with respect to suitability of application for the posts by giving due weigh to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the committee based on the qualification, experience and personal interaction.

**5. Application Procedure:-** Applications of eligible and willing officers are requested through proper channel(wherever applicable) and are accompanied with (i) bio-data in the proforma at Annexure-I (ii) Certificate to be furnished by the employer/head of office/ forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/AP/AR dossier of the officer containing CR/AP/APARs of at least last five years duly attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, by personally / courier/speed post or registered post so as to reach this office latest by 13.07.2024 :-

Desk Officer (Desk No.38), General Administration Department, 3<sup>rd</sup> floor, Mantralaya (Main Building), Hutatma Rajguru chowk, Madam Cama Road, Mumbai 400 032

6. No TA / DA will be admissible to the candidates to be called for interview / interaction. The candidates are required to make own arrangements.

7. Advertisement and Prescribed application form can be downloaded from Maharashtra Government's Website. [www.maharashtra.gov.in](http://www.maharashtra.gov.in) (Under heading "What's New")

8. Any application received after due date without necessary Annexure as mentioned above will not be entertained.

sd/-

( Kranti Patil )

Under Secretary to the Government of Maharashtra

## Annexure-I

### PERFORMA

Space for  
photograph  
duly signed  
by candidate

1. Name :
2. Date of Birth :
3. Category (SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details :

	Residential		Official
	Present	Permanent	
Address			
Mobile/Phone No.			
Email :			

6. Cadre/Service (Wherever applicable)
7. Educational qualification (in reverse chronological order) :

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of Passing	Division/ % of marks obtained	Academic Distinction	Subject/Specialization

8. Work Experience :

8A. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse :

Sl.No.	Name & address of employer (Govt./PSU/Ministry/ Department/any other	Designation, Pay or Scale of pay (Pay in Pay Matrix)*	Period of Service		Nature of work/experience
			From	To	

\*Also indicate Sl No. in above, which is equivalent to Additional Secretary/District Judge/  
Additional District Judge/Major General (as applicable under the qualification) or above.

8B. For the experience as Professional record in chronological order starting with present  
Engagement, list in reverse.

Sl.No.	Details of Profession	Period of Service		nature of work done*
		From	To	

\*Such as Administration / Service matters / Judicial or Qusai-Judicial / Criminal / Civil /  
Taxation /  
Company Affairs / Environmental matters / Finance / Accountancy / Economics / Business /  
Commerce / Management / Public Affairs or any other as may be applicable. Engagement with  
Government, if any, may be indicated.

9. Date from which drawing the pay scale  
in the grade of Additional Secretary/  
District Judge/Additional District Judge/  
Major General to the Government of India  
or any equivalent rank (wherever applicable)

10. Write up on adjudicating experience  
of the applicant (200 words)  
[Wherever applicable]

11. Experience alongwith brief write up in handling  
Cases before relevant Courts/Tribunals/  
Cases)  
[if applicable]

: Details of such cases  
(Reported Cases/Unreported

12. Proof of Experience, including  
Enrolment/Registration No. As an Advocate/CA etc.  
[For candidates other than Govt. or Judicial  
officers]

13. Annual Income along with copy of  
latest ITR [For Candidates other than

Govt. or Judicial Officers]

14. Write up on 05, major achievement :  
(200 words each)

15. Awards/honours/Publications, if any :

16. Affiliation with the professionals bodies/  
Institutions/societies/or any other body  
Including political party. :

17. Additional information, if any, which  
You would like to mention in support  
of the application for the post. :

**DECLARATION**

1. I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information: my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the condition mentioned at Sl.No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place :

Date :

(Signature of the candidate)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDEING AUTHOTITY**

1. certified that the particular furnished by Shri/Smt/Kum-----are correct and he /she possesses educational qualifications and experience mentioned in Annexure-I
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III)
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APAR of the last years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum-----in enclosed herwith.

**Seal & Signature of the cadre controlling Authority.**

Annexure-III

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the officer (in full) :
2. Fathers name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer belongs  
including batch / year cadre etc.,  
wherever applicable :
7. Position held (During ten preceding year) :

S. No.	Organization (name in full)	Designation & place of Posting	Administrative/Nodal Ministry/Department concerned (in case of officers of PSUs etc.)	From	To

8. Whether the officer has been placed on  
on the agreed list of list of Officer of  
Doubtful Integrity(if yes, details to be given)
9. Whether any allegation of misconduct  
Involving vigilance angle was examined  
against the officer during the last 10  
Years and If so with what result (\*)

10. Whether any punishment was award to the officer during the 10 years and if so, the date of imposition and details of penalty (\*)
11. Is any disciplinary / criminal proceedings or charge sheet pending against the officer as on date (if so, details to be furnished, including reference number, if any of the Commission)
12. Is any action contemplated against the Officer as on date (if so, details to be furnished (\*)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

(NAME AND SIGNATURE)

Date :