

No. Per (AP.B)A(1)-2/2023  
Government of Himachal Pradesh  
Department of Personnel (Appointment-II)

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Room No.414, 4<sup>th</sup> Floor, Armsdale Building,  
H.P. Secretariat, Shimla-171 002

Dated : the 12<sup>th</sup> January, 2024.

Vacancy Circular

Subject: - Selection for the posts of Chairman/Members in the H.P.  
Administrative Tribunal-reg.

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1. **Tribunal:** - The H.P. Administrative Tribunal is proposed to be established under Administrative Tribunal Act, 1985 (No. 13 of 1985) with its headquarters at Shimla.
2. **Vacancy:** - Applications are invited for the post of Chairman (1 Post), Member, Judicial (1 Post) & Member, Administrative (2 Posts).
3. **Qualification:-** The qualifications, eligibility, salary and other terms and conditions of the appointment will be governed by the provisions of the Tribunals Reforms Act, 2021 and the Tribunal (Conditions of Service) Rules, 2021,

As per Section 3 (5) of the Tribunal (Conditions of Service) Rules, 2021, in case of Tribunals under the Administrative Tribunal Act, 1985 (13 of 1985), a person shall not be qualified for appointment as.-

(a) **Chairman**, unless he, -

- (i) is, or has been, a Judge of a High Court; or
- (ii) has, for a period of not less than three years, held office as Administrative Member or Judicial Member in the Central Administrative Tribunal.

(b) **Judicial Member**, unless he,-

- (i) is, or has been, a Judge of a High Court; or
- (ii) 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
- (iii) has, for a combined period of ten years, been a District Judge and Additional District Judge; or
- (iv) 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.

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(c) *Administrative Member*, unless he 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:

Provided that the officers belonging to the 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.

4. **Procedure for selection:** - The Search-cum-Section Committee constituted under the Tribunals Reforms Act, 2021 for recommending names for appointment to the said post shall scrutinize the applications with respect to suitability of applicant for the post by giving due weightage to qualifications 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 qualifications, experience and personal interaction.
5. **Application Procedure:-** Applications of eligible and willing persons are requested through proper channel (wherever applicable) and 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/APAR dossier of the officer containing CR/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, so as to reach this office latest by \_\_\_\_\_ :-

**Room No.419, 4<sup>th</sup> Floor, Armsdale Building,  
H.P. Secretariat, Shimla-171 002**

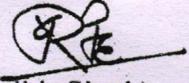
\* only for serving officers/Judicial Officers

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 departmental website i.e. [www.himachal.nic.in/personnel](http://www.himachal.nic.in/personnel).

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



(Balbir Singh)

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh

email : persbr2-hp@nic.in

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To

1. The Chief Secretaries to the Government of all States in India.
2. The Registrar General, Supreme Court of India, New Delhi.
3. The Registrar/Registrar General of all High Courts.

Copy to : The NIC, H.P. Shimla with the request to upload the vacancy circular, advertisement, the Tribunals Reforms Act, 2021 & the Tribunal (Conditions of Service) Rules, 2021 on DoP's website.

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Annexure-I

PROFORMA

Space for photograph duly signed by the candidate
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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 qualifications (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 Quasi-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 : Details of Such cases before relevant Courts/Tribunals/ (Reported Cases/Unreported Cases) [if applicable]
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 professional 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.
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 conditions mentioned at SI.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

Annexure-II

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars 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 five years (each photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum-----  
-----in enclosed herewith.

Seal & Signature of the Cadre Controlling Authority

Annexure-III

PARTICULARS OF THE OFFICER 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 Father's 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 Positions held (During ten preceding years)

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 : the agreed list or 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 awarded to : the officer during the last 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

Date:

(NAME AND SIGNATURE)