

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**

(Department of Personnel and Training)

**NOTIFICATION**

New Delhi, the 30th April, 2015

**G.S.R. 357 (E).**— In exercise of the powers conferred by Section 35 read with sub-sections (1) and (2) of Section 13 of the Administrative Tribunals Act, 1985 (13 of 1985) and in supersession of the Central Administrative Tribunal (Group 'C' and 'D' Posts) Recruitment Rules, 1987 except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules regulating the method of recruitment to Group 'C' Posts in the Central Administrative Tribunal, namely: -

1. **Short title and commencement.**— (1) These rules may be called the Central Administrative Tribunal (Group 'C' Posts) Recruitment Rules, 2015.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and pay band and grade pay or pay scale.**— The number of the said posts, their classification and the pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age-limit, qualifications, etc.**— The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualifications.**—No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of said posts in the Tribunal:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

5. **Power to relax.**— Where the Chairman, Central Administrative Tribunal is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.
6. **Saving.**— Nothing in these rules shall affect reservation, relaxation of age and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons, in accordance with orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of post	Number of post	Classification	Pay band and grade pay or pay scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Staff Car Driver (Ordinary Grade)	15* (2015) *Subject to variation depending on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 with grade pay of Rs.1900	Not applicable	Between 18 and 27 years (relaxable in the case of employees of the Central Government or State Government or Supreme Court or High Courts and the District Courts including the employees of the Central Administrative Tribunal up to the age of 40 years). Note.- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods
(7)	(8)	(9)	(10)
<p><b>Essential: -</b></p> <p>(i) Possessing a valid Driving Licence for Motor Car;</p> <p>(ii) Knowledge of Motor Mechanics;</p> <p>(iii) Experience of driving a Motor Car for at least three years;</p> <p>(iv) Pass in Matriculation or equivalent</p> <p><b>Desirable: -</b></p> <p>(i) Three years service as Home Guard or Civil Volunteers.</p> <p><b>Note.-</b> The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	Not applicable	Two years	Direct recruitment failing which by deputation or absorption

In case of recruitment by promotion or deputation or absorption grade from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p><b>(i) Deputation or Absorption.-</b> From amongst the regular Dispatch Rider or Multi Tasking Staff (Group 'C') employees in the Central Administrative Tribunal 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 Multi Tasking Staff Group 'C' employees in other Ministries of the Central Government who fulfill the following qualifications, namely:-</p> <p>(i) Possessing a valid Driving Licence for Motor Car. (ii) Knowledge of motor mechanics; (iii) Experience of driving a Motor Car for at least three years; (iv) Pass in Matriculation or equivalent.</p> <p>For Ex-servicemen on Deputation or re-employment:</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the 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 to release from the Armed Forces; thereafter they may be continued on re-employment. (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 or Department of the Central Government shall ordinarily not exceed three years).</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of -</b></p> <p>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b> 2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b> 3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></p>	<p>Not Applicable.</p>

(1)	(2)	(3)	(4)	(5)	(6)
2. Staff Car Driver (Grade II)	15* (2015) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay band-1 Rs.5200-20200 with grade pay of Rs.2400/-	Non-selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By promotion

(11)	(12)	(13)
<p><b>Promotion.-</b> Staff Car Driver (Ordinary Grade) with nine years service in the grade.</p> <p><b>Note 1.-</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less.</p> <p><b>Note 2.-</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of that Commission</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of -</p> <ol style="list-style-type: none"> <li>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b></li> <li>2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> <li>3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> </ol>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
3. Staff Car Driver (Grade I)	18* (2015) *Subject to variation dependent on workload	General Central Service Group 'C', Non-gazetted, Non-ministerial	Pay band-1 Rs.5200-20200 with grade pay of Rs.2800/-	Non-selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By promotion

(11)	(12)	(13)
<p><b>Promotion:</b> Staff Car Driver (Grade II) with five years regular service in the grade.</p> <p><b>Note 1.-</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less.</p> <p><b>Note 2.-</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of that Commission.</p>	<p>Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of. -</p> <ol style="list-style-type: none"> <li>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b></li> <li>2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> <li>3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> </ol>	Not applicable.

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(1)	(2)	(3)	(4)	(5)	(6)
4. Staff Car Driver (Special Grade)	3* (2015) *Subject to variation dependent on workload	General Central Service Group 'B', Non-Gazetted, Non-ministerial	Pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4200/-	Non-selection	Not applicable

(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By promotion

(11)	(12)	(13)
<p><b>Promotion: -</b> Staff Car Driver ( Grade I ) with six years regular service in the grade</p> <p><b>Note 1.-</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less.</p> <p><b>Note 2.-</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of that Commission.</p>	<p><b>Group 'B' Departmental Promotion Committee (for considering of confirmation) consisting of: -</b></p> <ol style="list-style-type: none"> <li>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b></li> <li>2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> <li>3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> </ol>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
5. Dispatch Rider	7* (2015) *Subject to variation dependent on works	General Central Service Group 'C', Non-Gazetted, Non-ministerial	Pay band-I Rs.5200-20200/- with grade pay of Rs.1900/-	Not applicable	<p>Between 18 and 27 years (relaxable in the case of employees of the Central Government or State Governments or Supreme Court or High Courts and the District Courts including the employees of the Central Administrative Tribunal up to the age of 40 years).</p> <p><b>Note.-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangri Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

(7)	(8)	(9)	(10)
<p>(i) Possession of a valid Driving Licence for Motor Cycle or Auto Rickshaw.</p> <p>(ii) Two years experience in driving Motor Cycle or Auto Rickshaw.</p> <p>(iii) Pass in Matriculation or equivalent of any recognized Board or Institution.</p> <p>Note.- The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	Not applicable	Two years for direct recruits	By absorption or deputation failing which by direct recruitment

(11)	(12)	(13)
<p><b>Deputation or absorption.</b></p> <p>From amongst the regular Group 'C' employees of Central Government or State Government or Supreme Court or High Court or District Courts and Central Administrative Tribunal holding post in pay band- I with grade pay of Rs. 1800/- on the basis of the result of a Driving Test to assess the competence to drive Motor Cycle or Auto Rickshaw and possessing following qualifications, namely:-</p> <p>(i) Possession of a valid Driving Licence for Motor Cycle or Auto Rickshaw.</p> <p>(ii) Two years experience in driving Motor Cycle or Auto Rickshaw</p> <p>(iii) Pass in Matriculation or equivalent of any recognized Board or Institution.</p> <p>For Ex-servicemen on Deputation or re-employment</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the 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 to release from the Armed Forces; thereafter they may be continued on re-employment. (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 or Department of the Central Government shall ordinarily not exceed three years).</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of -</b></p> <p>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - Chairman</p> <p>2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - Member</p> <p>3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - Member</p>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
6. Gestetner Operator	12* (2015) *Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay band-I Rs.5200-20200/- with grade pay of Rs.1900/-	Not applicable	Between 18 and 27 years (relaxable upto by 40 years in the case of employees of the Central Government or State Governments or Supreme Court or High Courts and the District Courts including the employees of the Central Administrative Tribunal).

					<p>Note. - The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>
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(7)	(8)	(9)	(10)
Matriculation pass or equivalent from a recognized university or Board. At least one year experience in operating duplicating machine.	Not applicable	Two years for direct recruits	By absorption or deputation failing which by direct recruitment

(11)	(12)	(13)
<p><b>By Absorption or deputation:</b></p> <p>(a) (i) Persons holding analogous posts on regular basis in the Central Government or State Governments or Supreme Court or High Court and District Courts; or (ii) Posts in the scale of PB-1, Rs.5200-20200 with grade pay of Rs.1800/- with three years regular service in the grade; or (iii) Regular Group 'C' employees of the Central Administrative Tribunal in posts in PB-1 with grade pay of Rs. 1800/-; and (b) Matriculation pass or equivalent from a recognized university or Board. At least one year experience in operating duplicating machine.</p>	<p><b>Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of. -</b></p> <ol style="list-style-type: none"> <li>1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b></li> <li>2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> <li>3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b></li> </ol>	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
7. Photocopier	18* (2015) *Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-ministerial	Pay band-I, Rs. 5200-20200/- with grade pay of Rs.1900/-	Not applicable	<p>Between 18 and 27 years (relaxable up to 40 years in the case of employees of the Central Government or State Governments or Supreme Court or High Courts and the District Courts including the employees of the Central Administrative Tribunal).</p> <p>Note. - The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal</p>

					Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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(7)	(8)	(9)	(10)
Matriculation pass or equivalent from a recognized university or Board with proficiency or experience in handling photocopying machines.	Not applicable	Two years for direct recruits	By absorption or deputation failing which by direct recruitment.

(11)	(12)	(13)
By absorption or deputation from amongst Group 'C' employees of the Central Government or State Government or High Court and District Courts and employees of the Central Administrative Tribunal with 3 years regular service in the scale of pay band-1, Rs.5200-20200/- with grade pay of Rs.1800/- and having following qualifications, namely:- Matriculation pass or equivalent from a recognized university or Board with proficiency or experience in handling photocopying machines.	Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of - 1. Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Chairman</b> 2. Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal - <b>Member</b> 3. Deputy Registrar, Central Administrative Tribunal to be nominated by the Chairman, Central Administrative Tribunal - <b>Member</b>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
8. Multi Tasking Staff	419* (2015) *Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non Ministerial	Pay band-I Rs. 5200-20200/- with grade pay of Rs.1800/-	Not applicable	Between 18 and 27 years (relaxable upto 40 years for Government Servants in accordance with the orders issued by the Central Government from time to time. <b>Note.</b> - The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

(7)	(8)	(9)	(10)
Matriculation or equivalent from a recognized university or Board.	Not applicable	Two years	By direct recruitment

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(11)	(12)	(13)
Not applicable	Group 'C' Departmental Promotion Committee (for considering of confirmation) consisting of. — 1. Registrar or Joint Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal -Chairman 2. Deputy Registrar, Central Administrative Tribunal nominated by the Chairman, Central Administrative Tribunal -Member 3. Scheduled Castes or Scheduled Tribes Officers from the Central Government Department- Member	Not applicable

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ARCHANA VARMA, Jt. Secy.