

**GOVERNMENT OF JAMMU AND KASHMIR**  
**Department of Law, Justice and Parliamentary Affairs.**  
(Establishment Section) Civil Secretariat,  
Srinagar/Jammu

No.LAW-Estt/51/2024-10

Dated. // -03 -2024

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

Undersigned is directed to forward to the Commissioner Secretary to Government, General Administration Department a copy of Vacancy Circular No. Per(AP.B)A (1) -2/2023 dated 12.01.2024 issued by the Department of Personnel (Appointment II), Government of Himachal Pradesh regarding the subject cited above for information and further necessary action in the matter.

(Ashish Gupta)

Additional Secretary to Government

**Commissioner Secretary to Government,  
General Administration Department.**

**Encls : (As Above).**

Copy to the :

1. Additional Registrar (Adm), High Court of Jammu & Kashmir and Ladakh for information and further necessary action in the matter.
2. Incharge Website, Department of Law, Justice and Parliamentary Affairs with the request to upload the aforesaid vacancy circular on the official website of the Department.

High Court of J&K and Ladakh  
Main W. ., Jammu/Srinagar

Received from:

No.

5425/PS

Dated

13/3/2024

Signature

Name



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, Armadale 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  
Phone 0177 - 2880 851

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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**PROFORMA**

Annexure-I

Space for  
photograph  
duly signed  
by the  
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 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 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



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)