



GOVERNMENT OF KERALA
GENERAL ADMINISTRATION DEPARTMENT

Cdn5/12/2023/GAD Dated,Thiruvananthapuram, 05-04-2023

NOTIFICATION

Sub:-Selection for the post of Administrative Member in Kerala Administrative Tribunal

The Kerala Administrative Tribunal is a Judicial authority constituted by virtue of the powers conferred under Article 323 A of the Constitution of India and established under provisions of the Administrative Tribunals Act, 1985 through Notification published as G.S.R 705(E) dated 25/08/2010 issued from the Department of Personnel and Training Government of India, to deal with and adjudicate upon service cases of State Government Employees and Teachers of Schools owned by the State Government and also with respect to matters related to recruitment by the Kerala Public Service Commission. The Tribunal is at present having its Principal Bench and one Additional Bench at Thiruvananthapuram and a permanent Additional Bench at Ernakulam. The Tribunal is headed by its Chairman and having present sanctioned strength of two Judicial Members and three Administrative Members. The Chairman and Members will conduct sitting at both the stations as per the Roaster fixed by the Tribunal from time to time.

Applications are being invited for the following arising vacancy.

Post	Place
Administrative Member (1 nos)	Kerala Administrative Tribunal

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 (Conditions of Service) Rules, 2021. Which are as follows;

A Person shall not be qualified for appointment as an *Administrative Member*,

unless he/she 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.

As per the Tribunals Reforms Act, 2021 of Section 5 (ii) the term of office of Administrative Member are as follows;

The Member of a Tribunal shall hold the office for a term of 4 years or till he attain the age of 67 years, whichever is earlier. As per the Tribunals Reforms Act, 2021 sub section (1) of section 3 the person who has not completed the age of 50 years shall not be eligible for appointment as Administrative Member.

Salary:-The Member shall be paid a salary of **Rs. Two lakh twenty-five thousand per month** and such other allowances as per the provisions of The Tribunals Reforms Act 2021 and Tribunal (Conditions of Service) rules, 2021.

Procedure for selection: – The Search-Cum-Selection Committee constituted under the Tribunals 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 weightage 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, taking into account the suitability, record of past performance, integrity as well as adjudicatory experience keeping in view of the requirements of the Tribunal.

Application for re-appointment of any shall be considered in accordance with the provisions under the Administrative Tribunals Reforms Act 2021, and Tribunal (conditions of service) Rules 2021. While making its assessment for suitability to a post, the Committee shall give additional weightage to the persons seeking re-appointment for their experience in the Tribunal and while doing so, shall take into account, the performance of the person while working as a Member or a Chairman in the Tribunal.

Application Procedure:- Applications of eligible and willing officers are requested through proper channel 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/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 **5.00 p.m on 26.04.2023 :- The Additional Chief Secretary, General Administration Department, Govt.Secretariat, Thiruvananthapuram 695 001.**

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 the following websites;

1) www.gad.kerala.gov.in

2) www.prd.kerala.gov.in

3) www.highcourtofkerala.nic.in

4) www.keralaadministrativetribunal.gov.in

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

Wide publicity will be given in all organizations and their field formations to facilitate early and optimum number of application.

K R JYOTHILAL
ADDITIONAL CHIEF SECRETARY
General Administration Department

PROFORMA

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/ Specialisation

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 (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 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 along with brief write up in handling :

Details of Such cases (Reported Cases/Unreported Cases)

Cases before relevant Courts/Tribunals/

[if applicable]

12. Annual Income along with copy of :

latest ITR [For Candidates other than

Govt. or Judicial Officers]

13. Write up on 05, major achievement :

(200 words each)

14. Awards/honours/Publications, if any :

15. Affiliation with the professional bodies/ :
Institutions/societies/or any other body

Including political party

16. 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 the 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 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.

Signature of the candidate

Place:

Date:

Annexure-II

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

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 last 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 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. Positions held (During ten preceding years) :

Sl. No.	Organisation (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 awards 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,

(NAME AND SIGNATURE)

Place:

Date:

PRESS NOTE

GOVERNMENT OF KERALA GENERAL ADMINISTRATION DEPARTMENT

Dated, 05-04-2023

Applications are invited for one arising vacancy for the post of Administrative Member in the Kerala Administrative Tribunal.

The details of eligibility conditions and the application form to be filled up may be downloaded from the General Administration Department website (www.gad.kerala.gov.in), I&PRD website (www.prd.kerala.gov.in) the High Court website (www.highcourtofkerala.nic.in) and the Kerala Administrative Tribunal website (www.keralaadministrativetribunal.gov.in). All the applications should submit *integrity certificate* issued by the respective Heads of Departments along with their applications. In case of serving officers of Central/State Governments, their applications should be routed through the cadre controlling authorities. The last date for receipt of the applications in the Department is **5 p.m on 26.04.2023**. Defective and late applications will not be considered. The applications with relevant documents should be addressed to **the Additional Chief Secretary, General Administration Department, Government Secretariat, Thiruvananthapuram - 695001**. The application envelope should carry the title **“Application for the post of Administrative Member, Kerala Administrative Tribunal”**.

K R JYOTHILAL

ADDITIONAL CHIEF SECRETARY

General Administration Department