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GOVERNMENT OF INDIA
ARMED FORCES TRIBUNAL, REGIONAL BENCH MUMBAI

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7th Floor, MTNL Building,
A. G. Bell Marg, Malabar Hill,
Mumbai – 400 006

F. No. AFT/RBM/ADM/Recruitment/**Deputation**/2019

15th July, 2019

VACANCY CIRCULAR

Applications are invited for filling up the following posts in the Armed Forces Tribunal, Regional Bench Mumbai on **deputation**, for a period of three years from suitable candidates who fulfill the following eligibility conditions: -


(i)	<p>Private Secretary</p> <p>General Central Service Group 'B'</p> <p>Gazetted, Ministerial</p> <p>9300 – 34800 (PB-II) (GP 4600) (Pre-revised)</p> <p>Pay Matrix Level-07 (Rs. 44, 900 – 1, 42, 400/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with the Gazette of India, Ministry of Defence, New Delhi , Part II-Sec 4 dated 23rd April, 2018</p>	01	<p>Deputation including short-term contract: - Stenographers in Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory /Autonomous bodies having pensionary benefits holding:</p> <p>(i) Analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Post in the level 6 of the pay matrix (35400-112400) with five years regular service in the grade.</p> <p>Note 1: The Departmental Officers in the feeder grade, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation.</p> <p>Note 2: The period of deputation including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation or Department of the Central Govt shall ordinarily not exceed three years. The maximum age limit for appointment by deputation or absorption shall not exceed 56 years as on the closing date of receipt of application.</p>
(ii)	<p>Tribunal Master / Stenographer Grade-I</p> <p>General Central Service Group 'B'</p> <p>Non Gazetted, Ministerial</p> <p>(Pay Band-II) Rs 9300-34800/- GP Rs 4200/- (Pre-revised)</p> <p>Pay Matrix Level – 6 (Rs 35400 - 112400/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with the Gazette of India, Ministry of Defence, New Delhi , Part II-Sec 4 dated 23rd April, 2018</p>	01	<p>Deputation including short-term contract: - Stenographers of the Central Government or Armed Forces Tribunal or State Government or Supreme Court or High Court or District Court or Statutory /Autonomous bodies having pensionary benefits holding:</p> <p>(i) The analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Post in the level 4 of the pay matrix(25500-81100) with 10 years regular service in the grade.</p> <p>Note 1: The Departmental Officers in the feeder grade, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation (including short-term contract).</p> <p>Note 2: The period of deputation including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation or Department of the Armed Forces/Central Govt shall ordinarily not exceed three years. The maximum age limit for recruitment by deputation (including short-term contract)/absorption shall not exceed 56 years as on the closing date of receipt of application.</p>

(iii)	<p>Assistant</p> <p>General Central Service Group 'B'</p> <p>Non Gazetted, Ministerial</p> <p>9300 – 34800 (PB-II) (GP 4200) (Pre-revised)</p> <p>Pay Matrix Level-06 (Rs. 35400 – 1, 12, 400/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with the Gazette of India, Ministry of Defence, New Delhi , Part II-Sec 4 dated 23rd April, 2018</p>	01	<p>Deputation including short-term contract: -</p> <p>Officials working under Central Govt or State Govt or Supreme Court or High Court or Subordinate Courts or Statutory / Autonomous bodies having pensionary benefits: -</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) Upper Division Clerks in Level 4 of the Pay Matrix (Rs.25500-81100) with 10 years regular service in the grade in Central Government or State Government or Supreme Court or High Court or Subordinate Courts.</p> <p>(b) (i) Possessing Degree of recognised University; and (ii) Having 2 years experience in establishment, administration or Accounts</p> <p>Note: The period of deputation including the period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Govt shall ordinarily not exceed three years. The maximum age limit for deputationist shall not be exceeding the age of 56 years on the last date of receipt of applications.</p>
(iv)	<p>Junior Accountant</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 2800/- (Pre-revised)</p> <p>Pay Matrix Level – 4 (Rs 29200-92300/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, O.M. even number dated 22 April 2016 and O.M. No. 3/3/2016-Estt (Pay-II) dated 01.05.2017</p>	01	<p>Deputation including short-term contract: -</p> <p>(i) Junior Accountants experienced in the departmentalised Accounting system under Controller General of Accounts, Post and Telegraph Accounts, Defence and Railways Accounts; or High Courts or District Courts.</p> <p>(ii) Auditor under Controller General of Accounts or High Courts or District Courts.</p> <p>(iii) UDCs/LDCs with eight/five years service and possessing experience in Accounts matters; and possessing educational qualifications and experience as under:-</p> <p>Essential : -</p> <p>(i) Degree in commerce or equivalent qualification from a recognised University.</p> <p>(ii) Knowledge of computer operation.</p> <p>Desirable:</p> <p>(i) Masters degree in commerce</p> <p>(ii) Computer training course of at least six months duration.</p> <p>Note 1: 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>(v)</p>	<p>Upper Division Clerk</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 2400/- (Pre-revised) Pay Matrix Level – 4 (Rs 25500-81100/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with Ministry of Defence, New Delhi Notification dated 10th June, 2013</p>	<p>02</p>	<p>Deputation including short-term contract: - Officials from Central/State Governments or Tribunal or Commissions or Statutory bodies or Courts: - (i) holding analogous posts on regular basis: - or (ii) holding the post in the pay band-1, Rs. 5200-20200 plus grade pay Rs.1900 with 8 years regular service. Note 1:- The Departmental Officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note-2: - Period of deputation including 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 to exceed three years. Note-3: -The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years as on the closing date of the receipt of the applications. Note-4: - For the purpose of the appointment on deputation or absorption, the service rendered on regular basis by an officer prior to 01st 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 the Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
<p>(vi)</p>	<p>Lower Division Clerk-cum-Hindi Typist</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Non Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 1900/- (Pre-revised) Pay Matrix Level – 2 (Rs 19900-63200/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with Ministry of Defence, New Delhi Notification dated 10th June, 2013</p>	<p>01</p>	<p>Deputation including short-term contract: -</p> <p>Essential: -</p> <p>(i) 12th Class pass or equivalent qualification from a recognised Board or University, (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour/9000 Key Depression Per Hour on an average of 05 key depressions for each word). (Time allowed- 10 minutes). (iii) Computer training course of at least six months duration. Desirable: Graduate from a recognised university.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Chairperson, Armed Forces Tribunal, 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>

(vii)	<p>Data Entry Operator</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Non Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 1900/- (Pre-revised)</p> <p>Pay Matrix Level – 2 (Rs 19900-63200/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with Ministry of Defence, New Delhi Notification dated 10th June, 2013</p>	04	<p>Deputation including short-term contract: -</p> <p><u>Essential:</u> -</p> <p>(a) 12th class pass or equivalent qualification from a recognized Institution or Board or equivalent and</p> <p>(b) Diploma or Certificate in Information Technology or Computer field; and</p> <p>(c) Knowledge of data entry or computer operation (should possess a speed of not less than 8000 Key Depressions per hour for data entry work).</p> <p>Desirable: Graduate from a recognized university.</p> <p>Note: The speed of 8000 Key Depressions per hour for data entry works is to be judged by conducting a speed test on the Electronic Data of Processing (EDP) Machine(s) by the Competent Authority.</p> <p><u>Note:</u> - The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stages of selection he is of the opinion that the sufficient numbers of candidates with requisite experience are not likely to be available to fill up the vacancy reserved to them.</p>
(viii)	<p>Library Attendant</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Non Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 1800/- (Pre-revised)</p> <p>Pay Matrix Level – 1 (Rs 18000-56900/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with Ministry of Defence, New Delhi Notification dated 10th June, 2013</p>	01	<p>Deputation including short-term contract: -</p> <p><u>Essential:</u> -</p> <p>(i) 10th standard pass or equivalent of any recognised Board; and</p> <p>ii) Experience of working at least one year in a recognised or registered Library.</p> <p><u>Note:</u> - The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stages of selection he is of the opinion that the sufficient numbers of candidates with requisite experience are not likely to be available to fill up the vacancy reserved to them.</p>
(ix)	<p>Multi Tasking Staff (Peon-cum-helper)</p> <p>General Central Service Group 'C'</p> <p>Non Gazetted, Non Ministerial</p> <p>(Pay Band-1) Rs 5200-20200/- GP Rs 1800/- (Pre-revised)</p> <p>Pay Matrix Level – 1 (Rs 18000-56900/-)</p> <p>Note: - The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with Ministry of Defence, New Delhi Notification dated 10th June, 2013</p>	01	<p>Deputation including short-term contract: -</p> <p><u>Essential:</u> -</p> <p>10th standard pass or equivalent of any recognised Board; and</p> <p>Desirable: Training in 'Basic' and Refresher Courses in Home Guards and Civil Defence.</p> <p><u>Note:</u> - The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stages of selection he is of the opinion that the sufficient numbers of candidates with requisite experience are not likely to be available to fill up the vacancy reserved to them.</p>

2. The Pay and allowances and other terms and conditions of the Officer / official selected on deputation will be governed in accordance with DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, O.M. even number dated 22 April 2016 and O.M. No. 3/3/2016-Estt (Pay-II) dated 01.05.2017, Ministry of Defence, New Delhi Notification dated 10th June, 2013 and The Gazette of India, Ministry of Defence, New Delhi , Part II-Sec 4 dated 23rd April, 2018.
3. The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for appointment by promotion.
4. The period of deputation including the period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations or Department of the Central Government shall not ordinarily exceed **Three Years**.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The applications(s) in the prescribed Performa (Annexure I) of the eligible officials who can be spared on deputation in the event of their selection may be forwarded by the Departments to the Registrar, Armed Forces Tribunal, Regional Bench Mumbai, 7th floor, MTNL Building, A. G. Bell Marg, Malabar Hill, Mumbai-400 006 latest by **27/09/2019** along with the photo copies of the Annual Confidential Reports for the last five years of the candidates and vigilance clearance certificate.
7. The applications received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
8. It may be noted that this Office is not yet enlisted in the Directorate of Estates for allotment of GPRA (General Pool Residential Accommodation).


 (B. M. Gore)
 Registrar
 Armed Forces Tribunal
 Regional Bench Mumbai

Enclosure: As above

Copy to: -

- 1) The Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-1, RK Puram, New Delhi – 110066 – Website-in-Charge
- 2) The FOCINC (West), Headquarters, SB Singh Road, Near Tiger Gate, Mumbai – 400 001
- 3) The Commodore, Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai – 400 088
- 4) The Officer-in-Charge, Bureau of Naviks, Cheetah Camp, Mankhurd, Mumbai – 400 088
- 5) The Group Officer Commanding, HQ MG & G Area, Veterans Branch, Pin – 908806, C/o 56 APO
- 6) The Air Officer-Commanding, Headquarters, MAO, AFI Building, New Marine Lines, Mumbai – 400 020
- 7) The Registrar General, Appellate Side, Bombay High Court, Mumbai – 400 001.
- 8) The Registrar, City Civil & Sessions Court, Mumbai.
- 9) The Registrar, Small Causes Court, Mumbai.
- 10) The Registrar, Central Administrative Tribunal, Mumbai.
- 11) The President, Industrial Court, Bandra (East), Mumbai.
- 12) The Registrar, Chief Metropolitan Magistrate Esplanade, Mahanagar Palika Marg, Mumbai – 400 001.
- 13) The Principal Controller Defence Accounts (Navy), No.1 Cooperage Road, Colaba, Mumbai – 400 039.
- 14) The Admiral Superintendent (for Personal Manager / Manager Administration), Naval Dockyard, SBS Road, Mumbai – 400 023.

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PRO FORMA

Post for Applied	
1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of Retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement / circular	Qualifications / Experience possessed by the Officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of Circular / and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as Indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting Experience required for the post applied for

Contd.....2/-

*Important Pay-Band and Grade Pay granted under ACP/MACP are personal to the office and therefore, should not be mentioned. Only Pay band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and Grade Pay where such benefits have been drawn by the candidates may be indicated as below,

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrality certificate.			
9.2 Note: Information under Column 9© & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			

14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up-details)	Total Emoluments

16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among of your suitability provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement	
17. Whether belongs to the Scheduled Castes, the Scheduled Tribes, the Other backward Classes, the Ex-Servicemen and other special categories	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post . The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address: _____

Date:

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the Vacancy Circular. If selected, he / she will be relieved immediately.

2. **Also certified that;**

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt
_____.
- (ii) His / Her integrity is certified.
- (iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

Date:

Place:

(Employer / Cadre Controlling Authority with seal)