

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, REGIONAL BENCH, KOLKATA

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CIRCULAR

1. Applications are invited for filling up the posts of Principal Private Secretary (PPS), Section Office/Tribunal Officer, Private Secretary, Junior Accounts Officer (JAO), Assistant, Tribunal Master/Steno Grade-1, Junior Accountant, Upper Division Clerk, Lower Division Clerk, Staff Car Driver, Data Entry Operator, Steno Grade 'D' in the Armed Forces Tribunal, Regional Bench, Kolkata on **Deputation basis for a period of three years** from suitable candidates, who fulfill the eligibility conditions:-

Ser No.	Name of the Post	No of Post	Pay scale (Rs)	Eligibility conditions
✓1.	Principal Private Secretary (General Central Service Group 'A' Gazetted, Ministerial)	01 (One)	Pay Matrix Level 11 (Rs.67700-208700)	<i>Stenographer in Central Government or State Government or Supreme Court 'or High Courts or Subordinate Courts or High Courts or District Courts or Statutory/Autonomous bodies having pensioner benefits,</i> <i>(a) holding analogous post on regular basis in the parent cadre or department, or</i> <i>(b) with six year regular service in the parent cadre or department in posts in Level – 8 of the Pay Matrix or</i> <i>(c) with seven years in regular service in the parent cadre or department in posts in Level – 7 of the Pay Matrix .</i> <i>Desirable - Knowledge in computer operation</i> Note : <i>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 the Central Government shall ordinarily not exceeds three years.</i>

Ser No.	Name of the Post	No of Post	Pay scale (Rs)	Eligibility conditions
2.	Tribunal Officer/ Section Officer (General Central Service Group 'B' Gazetted, Non Ministerial)	02 (Two)	Pay Matrix Level 7 (Rs.44900-142400)	Persons working under Central Government or State Government or Supreme Court Or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensioner benefits. (a) (i) holding analogous post on regular basis in parent cadre or department, or (ii) post in the Level-5 of the Pay Matrix (Rs. 29200-92300) with five years regular service in the grade, and (b) possession the following educational qualifications and experience : (i) Degree of a recognized University, and (ii) Having 2 years experience in personnel, administrative or judicial work, Desirable : Degree in Law. Note : 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 the Central Government shall ordinarily not exceeds three years.
3.	Private Secretary (General Central Service Group 'B' Gazetted, Non Ministerial)	01 (One)	Pay Matrix Level 7 (Rs.44900-142400)	Stenographer in Central Government or State Government or Supreme Court 'or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensioner benefits, holding, (i) analogous post on regular basis in parent cadre or department, or (ii) a post in the Level-6 of the Pay Matrix)Rs 35400-112400) with five years regular service in the grade, Note : 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 the Central Government shall ordinarily not exceeds three years..

Ser No.	Name of the Post	No of Post	Pay scale (Rs)	Eligibility conditions
4.	Junior Accounts, Officer (JAO) (General Central Service Group 'B' Non Gazetted, Non Ministerial)	01 (One)	Pay Matrix Level 6 (Rs.35400-112400)	Persons working under Central Government Officers under the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or Department, or (ii) with six years service in the level -5 in the pay matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and (b) who have undergone training in cash and accounts work in the institute of Secretariat training and management or an equivalent course from a recognized institute and having two years experience of cash accounts and budget work. Note : The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not exceeds three years. Note : The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of application.

5.	Assistant (General Central Service Group 'B' Non Gazetted, Ministerial)	01 (One)	Pay Matrix Level 6 (Rs.35400-112400)	Officials working under Central Government or State Government or Supreme Court Or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits. (a) (i) holding analogous post on regular basis in parent cadre or department, or (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 Governments or Supreme Court or High Courts, or Subordinate Courts. (b) (i) Possession Degree from a recognized University,, and (ii) Having 2 years experience in establishment, administration or Accounts. Note : 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 exceeds three years.
6.	Tribunal Master /Stenographer Grade -1 (General Central Service Group 'B' Non Gazetted, Ministerial)	02 (Two)	Pay Matrix Level 6 (Rs.35400-112400)	Stenographer of the Central Government or Armed Forces or State Government or Supreme Court 'or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits, holding . (i) analogous post on regular basis in parent cadre or department, or (ii) post in the Level-4 of the Pay Matrix (Rs 25500-81100) with 10 years regular service in the grade. Note : 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 exceeds three years..

Ser No.	Name of the Post	No of Post	Monthly consolidated remuneration (Rs)	Eligibility conditions
7.	Junior Accountant (General Central Service Group 'C' Non Gazetted, Non Ministerial)	01 (One)	Pay Matrix Level 5 (Rs.29200-92300)	Officials working under Central Government or State Government or Supreme Court Or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits. (a) (i) holding analogous post on regular basis in parent cadre or department, or (ii) Five years regular service in posts in the Level – 4 in the Pay Level-4 in the Pay Matrix (Rs 25500-81100). and (b) (i) Possessing Bachelor's Degree from a recognized University, and Note : 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 exceeds three years.
8.	Upper Division Clerk (General Central Service Group 'C' Non Gazetted, Ministerial)	03 (Three)	Pay Matrix Level 4 (Rs.25500-81100)	Officials working under Central Government or State Government or Tribunal or Commission or Statutory/Autonomous bodies or Courts. (a) (i) holding analogous post on regular basis in parent cadre or department, or (ii) holding the post in the Pay Matrix Level-2 with eight years regular service in the grade. Note : 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 exceeds three years.

Ser No.	Name of the Post	No of Post	Monthly consolidated remuneration (Rs)	Eligibility conditions
9.	Lower Division Clerk (General Central Service Group 'C' Non Gazetted, Ministerial)	02 (Two)	Pay Matrix Level 2 (Rs.19900-63200)	Officers possessing the qualifications :- (i) 12th Class pass or equivalent qualification from a recognized 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 an average or 05 key depressions for each word (Time allowed – 10 minutes. (iii) Computer training course of at least six months duration. Desirable: Graduate from a recognized university and holding analogous post on regular basis in the Central Government or State Government or Tribunals or Commissions or Statutory bodies or Courts. Note 1 : 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 2 : 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 applications.

10.	Staff Car Driver (General Central Service Group 'C' Non Gazetted, Non Ministerial)	01 (One)	Pay Matrix Level 2 (Rs.19900-63200)	<i>For the post persons essential in drivers of staff cars from amongst :</i> (a) <i>Persons holding analogous posts of staff car drivers in Ministries or Departments of the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts on regular basis and possessing qualifications :-</i> (b) (i) <i>10th standard pass from a recognized Board.</i> (ii) <i>Experience of driving a motor car for atleast three years.</i> (iii) <i>Possessing a valid driving licence for motorcars.</i> (iv) <i>Knowledge of motor mechanism (should be able to remove minor defects in vehicles or.</i> (c) <i>Regular Despatch Riders (Group C) in the pay Band 1 Rs 5200-20200 with grade pay 1900/- (pre-revised) possessing above mentioned qualifications or</i> (d) <i>Regular Group 'C' employees in the pay band 1 Rs 5200-20200 with grade pay 1800/- (pre-revised) with three years experience of the Central Government or State Government or Tribunals or Commissions or Statutory Bodies or Courts located where the concerned Bench of the Tribunal is functioning and possess the requisite qualifications mentioned above..</i> Desirable - Three years service as Home Guards or Civil Volunteers. Note 1 : <i>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 exceeds three years.</i> Note 2 : <i>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 applications.</i>
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Ser No.	Name of the Post	No of Post	Monthly consolidated remuneration (Rs)	Eligibility conditions
11.	Data Entry Operator (DEO) (General Central Service Group 'C' Non Gazetted, Non Ministerial	02 (Two)	Pay Matrix Level 2 (Rs.19900-63200)	For the post persons essential in Data Entry Operator (DEO) (a) Officers from the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts. (i) holding analogous post on regular basis or (ii) holding post (s) in the Pay Band 1 Rs 5200-20200 plus Grade pay of Rs 1900/-, with two years regular service in the Grade and possessing the qualifications: (a) 12th Class Pass or equivalent qualification from a recognized institution or Board or equivalent and (b) Diploma or Certificate in Information Technology or Computer field and (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). Desirable : Graduate from a recognized University. Note : 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 exceeds three years..
12.	Steno Grade 'II' (General Central Service Group 'C' Non Gazetted, Ministerial	03 (Three)	Pay Matrix Level 4 (Rs.25500-81100)	A. Officers holding analogous post on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts possessing the qualifications :- (1) 12th Class pass or equivalent qualification from a recognized Board or University. (2) Skill Test Norms : On computer . Dictation : 10 minutes @ 80 words per minute. Transcription : 50 minutes (English). 65 minutes (Hindi) (3) Computer training course of at least six months duration 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 exceeds three years. Note 2 : 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 applications.

2. The pay of the officer/officials selected on **Deputation** basis will be governed by DoP&T O. M. No 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.
3. The departmental officers /officials 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 appointments by promotion channel.
4. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
5. The application in the prescribed pro forma (Annexure-1) of the eligible officer/officials, who can be spared in the event of his/her selection may be forwarded to the Registrar-in- Charge, Armed Forces Tribunal, Regional Bench, O-6, Clyde Row, Hastings, Kolkata 700 022 by the Department **Latest by 14 August 2024** alongwith photo copies of the Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.
6. The applications received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
7. It may please be noted that this Office is not yet enlisted in the Directorate of Estate for allotment of GPRA (General Pool Residential Accommodation).
8. Number of vacancies reflected above may vary.
9. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Enclosure : As above

Sd/- xx xx xx x
(RK Mishra)
Registrar I/C

Distribution:-

1. The Principal Registrar, AFT, Principal Bench, West Block VIII, RK Puram, New Delhi – 66 - With a request to post the circular on Principal Bench's Website please.
2. The Ld. Registrar General, High Court at Calcutta, AFT, Regional Bench,
3. The Under Secretary, MoD, AFT Cell, New Delhi
4. The JAG Branch,, Army, Navy, Air Force, New Delhi
5. Controller General of Defence Accounts, Palam, Delhi Cantt – 110 010
6. PPS to Hon'ble Member (Judicial) & HoD, AFT, RB, Kolkata - for kind info of the Hon'ble HoD
7. Registrar, Central Administrative Tribunal, 11&12th Floor, MSO Building, 234 AJC Bose Road, Kolkata - 20
8. HQ, Eastern Command, (Adm & Est Branch), Fort William, Kolkata – 21
9. HQ Bengal Sub Area, (Adm & Estt Branch), Kolkata – 22
10. AWPN, HQ Bengal Sub Area, Kolkata - 22
11. PCDA, Patna
12. CDA, Salt Lake, Kolkata – 91
13. Office file
14. Guard file

BIO-DATA/CURRICULUM VITAE PROFORMA

Post applied for					
Choice of Station (in order of preference)					
1. Name and Address (in Block Letters)					
2. (i) Date of Birth (in Christian era)					
(ii) Mobile No.					
(iii) E-mail I.D.					
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 Qualification/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

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*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer 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 Candidate 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 alongwith Cadre Clearance., Vigilance Clearance and integrity certificate.			
9.2 Note: Information under Column 9(c) & (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		
Basis 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 other things may 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, 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 correct as per the facts available on records. He/She possess educational qualifications 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

Employer/Cadre Controlling

(Authority with Seal)