

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

Telephone: 0191-2464700

Srinagar at Jammu
Four Majors Qtrs P - 6(1 to 4)
Military Station Sunjuwan,
Jammu

No. 1(2)/Noti/AFT/S/J

20 Apr 2023

CIRCULAR

Applications are invited for filling up the posts of **Principal Private Secretary, Private Secretary, Section Officer, Tribunal Master / Steno Grade- 1, Junior Accounts Officer, Junior Accountant, Steno Grade 'D', Library Attendant, Upper Division Clerk and Despatch Rider** in the **Armed Forces Tribunal, Regional Bench, Srinagar at Jammu, Four Majors Qtrs P-6(1 to 4), Military Station Sunjuwan, Jammu** on deputation basis for a period of three years from suitable candidates, who fulfil the eligibility conditions:-

S. No.	Name of the post	No. of Post	Pay scale (Rs.)	Eligibility conditions
1.	Principal Private Secretary (General Central Services Group 'A' Gazetted, Ministerial)	02	Pay Matrix Level-11	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District courts Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a) holding analogous post on regular basis in parent cadre or department; or</p> <p>(b) with six years regular services in the parent cadre or department in posts in Level -8 of the Pay Matrix; or</p> <p>(c) With seven years in regular service in the parent cadre or department in posts in Level -7 of the Pay Matrix.</p> <p>Desirable: - Knowledge in computer operation.</p> <p>Note</p> <p>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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for promotion.</p> <p>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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>

2.	Section/ Tribunal Officer (General Central Services Group 'B' Gazetted, Non- Ministerial)	01	Pay Matrix Level - 7	<p>Persons working under Central Government of State Government or Supreme Court or High Courts or Subordinate Courts or Statutory / Autonomous bodies having pensionary benefits:</p> <p>(a) (i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) a post in Level - 5 of the Pay Matrix with five years' regular service in the grade, and</p> <p>(b) possessing the following educational qualifications and experience:-</p> <p>(i) Degree of a recognized University; and</p> <p>(ii) Having 2 years experience in personnel, administrative or judicial work.</p> <p>Desirable: Degree of Law.</p> <p>Note: 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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>
3.	Private Secretary (General Central Services Group 'B' Gazetted, Ministerial)	01	Pay Matrix Level -7	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts 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) a post in Level -6 of the Pay Matrix with five years' regular services in the grade.</p> <p>Note</p> <p>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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for promotion.</p> <p>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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>

4.	Tribunal Master/ Stenographer Grade - '1' (General Central Services Group 'B' Non Gazetted Ministerial)	01	Pay Matrix Level - 6	<p>Stenographers of the Central Government or Armed Forces or State Government or Supreme Court or High Court or District Courts 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 Level- 4 of the Pay Matrix with 10 years' regular services in the grade.</p> <p>Note</p> <p>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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for promotion.</p> <p>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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>
5.	Junior Accounts Officer (General Central Services Group 'B' Non - Gazetted, Non- Ministerial)	01	Pay Matrix Level - 6	<p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with six years service in the level-5 in the Pay Matrix within rendered after appointment thereto on regular basis, and</p> <p>(b) Who have under gone training in cash and accounts work in the institute of Secretariats training and management or an equivalent course from a recognized institute and having two years experience of cash accounts and budget work.</p> <p>Note</p> <p>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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for promotion.</p> <p>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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>

6.	Junior Accountant (General Central Services Group 'C' Non-Gazetted, Non-Ministerial)	01	Pay Matrix Level - 5	<p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years regular service in the post in level-4 the Pay Matrix (Rs 25500-81100) and</p> <p>(b) possessing Bachelor's degree from a recognised University.</p> <p>Note</p> <p>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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for promotion.</p> <p>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 Organization or department of the Central Government shall not ordinarily exceed three years.</p>
7.	Stenographer Grade – II/D' (General Central Services Group 'C' Non Gazetted Ministerial)	01	Pay Matrix Level - 4	<p>Central Government or Armed Forces or State Government or Supreme Court or High Court or District Courts or Statutory / Autonomous bodies holding:-</p> <p>(i) 12th class pass or equivalent from a recognised Board or University.</p> <p>(ii) Skill Test Norms: On computer dictation 10 minutes @ 80 words per minute.</p> <p><u>Transcription.</u> 50 minutes (English) ; 65 minutes (Hindi).</p> <p>(iii) Computer training course of at least six months duration.</p>
8.	Upper Division clerk (General Central Services Group 'C' Non – Gazetted, Ministerial)	01	Pay Matrix Level - 4	<p>Officers from Central Government or State Government or Tribunal or Commission or Statutory bodies or Courts:-</p> <p>(i) holding analogous post on regular basis;</p> <p>Or</p> <p>(ii) holding the post in the Pay Matrix Level - 2 with eight years regular services in the grade.</p>

9.	Library Attendant (General Central Services Group 'C' Non – Gazetted, Non Ministerial)	01	Pay Level-1	From among the Gp 'C' staff in level-1 with one year regular service in the grade in Central Governments or Armed Forces, State Govts or Tribunals or Commissions or Statutory Bodies or Courts and who possess :- (i) 10 th standard or equivalent from a recognised Board or University. (ii) experience of working at least one year in a recognised or registered Library.
10.	Despatch Rider (General Central Services Group 'C' Non – Gazetted, Non Ministerial)	01	Pay Level-1	From among the Gp 'C' staff in level-1 with one year regular service in the grade in Central Governments or Armed Forces, State Govts or Tribunals or Commissions or Statutory Bodies or Courts and who possess :- (i) 10 th standard or equivalent from a recognised Board or University able to read English and Hindi or Regional Language. (ii) Possessing a valid driving license for motor cycle or scooter or auto-rickshaw and experience of driving such vehicle for at least three years. (iii) Having knowledge of mechanism of motor cycle or scooter or auto-rickshaw and should be able to remove minor defects in such vehicle.

2. The pay of the officer 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 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 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 proforma (Annexure) of the eligible officer, who can be spared in the event of his/her selection may be forwarded to the **Registrar, Armed Forces Tribunal, Regional Bench, Srinagar at Jammu, Four Majors Qtrs P-6(1 to 4), Military Station Sunjuwan, Jammu-180011** by the Department latest by **19 May 2023** along with photo copies of the Annual Confidential Reports for the last five years (where applicable) of the candidates along with Vigilance Clearance Certificate.
6. The application received without supporting documents, photograph, 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.

Beharadee

(BC Srivastava)
Consultant (Dy Registrar)

Distribution:-

1.	The Principal Registrar, AFT, PB - with a request for uploading on the website. West Block-VIII, Sector-1, RK Puram, New Delhi -110066.
2.	The Registrar, High Court of J&K, Jammu-180007
3.	The Principal District & Session Judge, Civil Court, Jammu
4.	The PCDA, Northern Comd, Narwal Pain Satwari, Jammu-180003
5.	The Accountant General, Office of the Accountant General Jammu, Shakti Nagar-180001
6.	Sainik Welfare Office, Amphalla, Jammu-180005.
7.	Sainik Welfare Office, Kathua-184101
8.	Sainik Welfare Office, Udhampur-182001
9.	Sainik Welfare Office, Doda-182202
10.	Sainik Welfare Office, Samba-184121
11.	Sainik Welfare Office, Poonch-185001
12.	Sainik Welfare Office, Rajouri-185131
13.	Office of the District Magistrate, Jammu -180001
14.	District Employment Exchange, Jammu. 180004.
15.	HQ Northern Comd, C/O 56 APO
16.	HQ 3 Inf Div, PIN- 908403 C/O 56 APO
17.	23 Wing, AF Stn Satwari, Jammu
18.	The Secretary General, Supreme Court of India
19.	The Registrar General, All High Courts
20.	The Principal Registrar, Central Administrative Tribunal, New Delhi
21.	The Under Secretary, MoD, AFT Cell, New Delhi
22.	The JAG Branch Army/Navy/Air Force, New Delhi
23.	AFT, Principal Bench, New Delhi – Website
24.	All Ministries of Govt of India
25.	The Chief Secretary, Govt of NCTD, Delhi Secretariat, IP Estate, New Delhi-110002
26.	The Registrar, AFT -All outlying Benches with the request to send it by e-mail/by DR to all concerned at Regional level.

ANNEXURE

(Refers to AFT RB Srinagar at Jammu letter
No 1(2)/Noti/AFT/S/J dated 20 Apr 2023)

BIO-DATA/CURRICULAM VITAE PROFRMA

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 Qualification as mentioned in the RRs by the Administrative Ministry / Department/Office at the time of issue of Circular issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualification Elective/main subject 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 Department are to provide their specific comments / view 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

*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 along with 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 alien 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 details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc, (with brake-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 qualification (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

1. The information / details provided in the above application by the application are true and correct as per the facts available on records. He /She possess educational qualification 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

Employer / Cadre Controlling

(Authority with seal)