

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

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H.13015/AFTRBC/Admin/2025

18<sup>th</sup> December, 2025

**CIRCULAR**

1. Applications are invited for filling up the posts of Principal Private Secretary, Section Officer/Tribunal Officer, Private Secretary, Assistant, Tribunal Master (Stenographer Grade-I), Junior Accounts Officer, Stenographer Grade-II, Lower Division Clerk, Data Entry Operator, Staff Car Driver and Despatch Rider in the Armed Forces Tribunal, Regional Bench, Chennai on deputation basis for a period of three years from suitable candidates, who fulfill the following eligibility conditions :-

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
1.	Principal Private Secretary  (General Central Service Group (A) Gazetted Ministerial)	02	Pay Matrix Level-11 of 7 <sup>th</sup> CPC (Rs 67700-208700)	<p><u>Deputation/Absorption</u> : Officials working in Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(a) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(b) with six years regular service in the parent cadre or Department in posts in Level-8 of the pay matrix; or</p> <p>(c) with seven years regular service in the parent cadre or Department in posts in Level-7 of the pay matrix.</p> <p><b>Desirable</b> : Knowledge in computer operation.</p> <p><b>Note</b> : The period of deputation including the 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 not ordinarily exceed <b>three years</b>.</p>
2.	Section Officer/ Tribunal Officer  (General Central Service, Group 'B' Gazetted Non-Ministerial)	02	Pay Matrix Level-7 of 7 <sup>th</sup> CPC (Rs 44900-142400)	<p><u>Deputation/Absorption</u> : Officials working under Central Government or State Governments 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 the parent cadre or department; or</p> <p>(ii) a post in Level-5 of the pay matrix (Rs 29200-92300) 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><b>Desirable</b> : Degree of Law.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
3.	Private Secretary (General Central Service, Group 'B' Gazetted Ministerial)	01	Pay Matrix Level-7 of 7 <sup>th</sup> CPC (Rs 44900-142400)	<p><u>Deputation/Absorption</u> : Stenographers in Central Government or State Governments 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 (Rs 35400-112400) with five years regular service in the grade.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>
4.	Assistant (General Central Service, Group 'B' Non-Gazetted Ministerial)	01	Pay Matrix Level-6 of 7 <sup>th</sup> CPC (Rs 35400-112400)	<p><u>Deputation/Absorption</u> : Officials working under Central Government or State Governments 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) 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</p> <p>(b) (i) Possessing Degree from recognized University; and</p> <p>(ii) having 2 years experience in establishment, administration or Accounts.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>
5.	Tribunal Master (Stenographer Grade I) (General Central Service, Group 'B' Non-Gazetted Ministerial)	02	Pay Matrix Level-6 of 7 <sup>th</sup> CPC (Rs 35400-112400)	<p><u>Deputation/Absorption</u> : Stenographers 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</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 (Rs 25500-81100) with 10 years regular service in the grade.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
6.	Junior Accounts Officer  (General Central Service, Group 'B' Non-Gazetted Non-Ministerial)	01	Pay Matrix Level-6 of 7 <sup>th</sup> CPC (Rs 35400-112400)	<p><u>Deputation</u> : Officers under the Central Government:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with six years service in the level-5 of the Pay Matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and</p> <p>(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.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>
7.	Stenographer Grade - II  (General Central Service Group 'C' Non-Gazetted Ministerial)	03	Pay Matrix Level-4 of 7 <sup>th</sup> CPC (Rs 25500-81100)	<p><u>Deputation/Absorption</u> : Officials possessing the following qualifications and holding analogous post on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory bodies or Courts.</p> <p><b>Essential</b></p> <p>(1) 12<sup>th</sup> class pass or equivalent qualification from a recognised Board or University.</p> <p>(2) <b>Skill Test Norms</b> : On computer.</p> <p><u>Dictation</u>: 10 minutes @ 80 words per minute.</p> <p><u>Transcription</u>: 50 minutes (English); 65 minutes (Hindi). (Hindi).</p> <p>(3) Computer training course of at least six months duration.</p> <p><b>Note</b> : The period of deputation including the 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 exceed <b>three years</b>.</p>
8.	Lower Division Clerk  (General Central Service, Group 'C' Non Gazetted, Ministerial)	02	Pay Matrix Level-2 of 7 <sup>th</sup> CPC (Rs 19900-63200)	<p><u>Deputation/Absorption</u> : Officials possessing the following qualifications and holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory/Autonomous bodies or Courts.</p> <p><b>Essential</b></p> <p>(a) 12<sup>th</sup> Class Pass or equivalent qualification from a recognized Board or University.</p> <p>(b) 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)</p> <p>(c) Computer training course of at least six months duration.</p> <p><b>Desirable</b>: Graduate from a recognized University.</p>




Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
				<p><b>Note :</b> The period of deputation including the 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 exceed <b>three years</b>.</p>
9.	Data Entry Operator  (General Central Service, Group 'C' Non Gazetted, Non Ministerial)	03	Pay Matrix Level-2 of 7 <sup>th</sup> CPC (Rs 19900-63200)	<p><b>Deputation/Absorption:</b> Officials working under Central Government or State Governments or Tribunals or Commissions or Statutory/Autonomous bodies.</p> <p>(i) holding analogous post on regular basis in parent cadre or department.</p> <p>(ii) holding post(s) in the Pay Band-1, Rs 5200-20200 plus Grade Pay of Rs 1900 (6<sup>th</sup> CPC), with two years regular service in the grade.</p> <p><b>Essential</b></p> <p>(a) 12<sup>th</sup> Class pass or equivalent qualification from a recognized Institution or Board or equivalent or</p> <p>(b) Diploma or Certificate in Information Technology or Computer field; and</p> <p>(b) Knowledge of data entry or computer operation (should possess speed of not less than 8000 Key Depressions per hour for data entry work).</p> <p><b>Desirable:</b> Graduate from a recognized University.</p> <p><b>Note.1 :</b> 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) Machines by the Competent Authority.</p> <p><b>Note.2 :</b> The period of deputation including the 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 exceed <b>three years</b>.</p>
10.	Staff Car Driver  (General Central Service, Group 'C' Non Gazetted Non Ministerial)	01	Pay Matrix Level-2 of 7 <sup>th</sup> CPC (Rs.19000-63200),	<p><b>Deputation/Absorption :</b> On the results of a test in driving, designed to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of staff cars from amongst;</p> <p>(a) 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.</p> <p>(b) Regular Despatch Riders (Group 'C') in the pay band-1 Rs 5200-20200 with grade pay of Rs 1900/- (pre-revised).</p> <p><b>Essential</b></p> <p>(i) 10<sup>th</sup> Standard pass from a recognized board.</p> <p>(ii) Experience of driving a motorcar for at least three years.</p> <p>(iii) Possessing a valid driving licence for motorcars.</p> <p>(iv) Knowledge of Motor mechanism (should be able to remove minor defects in vehicle)</p> <p><b>Desirable:</b> Three years service as Home Guard or Civil volunteers</p>

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
				<b>Note :</b> The period of deputation including the 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 exceed <b>three years</b> .
11.	Despatch Rider (General Central Service, Group 'C' Non Gazetted Non Ministerial)	01	Pay Matrix Level-2 of 7 <sup>th</sup> CPC (Rs.19000-63200),	<p><u>Deputation/Absorption</u> : On the results of a test in driving, designed to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of motorcycles or scooters from regular amongst;</p> <p>(i) Persons possessing the following qualifications and holding analogous posts in the Central Government or Armed Forces or State Governments or Tribunals or Commissions or Statutory/ Autonomous bodies or Courts or</p> <p>(ii) Regular Group 'C' employees in the pay band-1 Rs 5200-20200 with grade pay of Rs 1800/- (pre-revised) with three years experience of driving.</p> <p><b>Essential</b></p> <p>(i) 10<sup>th</sup> Standard Pass from recognized Board and equivalent with ability to read English and Hindi or Regional Language of the area in which Tribunal is situated.</p> <p>(ii) Possessing valid Driving Licence for motor cycle or Scooter or auto-rickshaw and experience of driving such vehicles for at least three years.</p> <p>(iii) Having knowledge of mechanism of motor cycle or Scooter or auto-rickshaw and should be able to remove minor defects in vehicle.</p> <p><b>Note :</b> The period of deputation including the 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 exceed <b>three years</b>.</p>

2. The pay of the officer selected on deputation basis will be governed by DoPT O.M. No 6/8/2009-Estt(Pay) 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-I) from eligible official, who can be spared for '**deputation/absorption**' in the event of his/her selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench Chennai, 1A, Old MH Complex, Rudhra Road, St.Thomas Mount Chennai-600016 by the Department latest by **10<sup>th</sup> February, 2026** alongwith photo copies of the Annual Confidential Reports for the last five years of the candidate and Vigilance Clearance Certificate.
6. Applications 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 enlisted in the Directorate of Estate for allotment of General Pool Residential Accommodation (GPRA).
8. Candidates who have applied for the post will not be allowed to withdraw the candidature subsequently.
9. The Competent Authority of AFT Regional Bench, Chennai reserves the right to cancel/vary the vacancies, without assigning any reasons thereof.

  
 (Muralikrishna Anandan)  
 Registrar

Enclosure : Annexure-1

**Distribution :-**

- |  |   |   |
|--|---|---|
| 1. The Principal Registrar,<br>AFT Principal Bench<br>West Block-8, Sector-2, RK Puram<br>New Delhi-110066   | - | with a request to upload the circular<br>on Principal Bench website please.         |
| 2. The Registrar General, Madras High Court, Chennai-600 104.  |   |   |
| 3. The Registrar General, High Court of Telangana, Hyderabad-500 066   |   |   |
| 4. The Registrar General, High Court of Andhra Pradesh, Amaravati - 522 237 (AP)   |   |   |
| 5. HQ Dakshin Bharat Area<br>Pin - 900432, c/o 56 APO  | } | - with a request to circulate the vacancy<br>to Army units under your command.      |
| 6. HQ Telangana & Andhra Sub Area<br>Pin - 900 453, c/o 56 APO   |   |   |
| 7. HQ Training Command, IAF<br>Air Force Station, Bellary Road,<br>Near Mekhri Circle, Bengaluru-560006  | } | - with a request to circulate the vacancy<br>to Air Force Units under your command. |
| 8. HQ Southern Air Command, IAF<br>Thiruvananthapuram, Kerala-695011   |   |   |
| 9. The Flag Officer Tamil Nadu & Puducherry<br>Naval Area (FOTNA), Rajaji Salai<br>Chennai-600 009   | - | with a request to circulate the vacancy<br>to Naval Units under your command.       |
| 10. The Registrar, Central Administrative Tribunal, Madras High Court Campus, Chennai-600 104.   |   |   |
| 11. The Registrar, Debts Recovery Appellate Tribunal, (Southern Region), 7 <sup>th</sup> Floor,<br>New Additional Building, Shastri Bhawan, Haddows Road, Chennai-600 006. |   |   |
| 12. CDA, 618, Anna Salai, Teynampet, Chennai-600 018.  |   |   |



**BIO-DATA/CURRICULUM VITAE PROFORMA**

Affix latest passport  
size photograph

<b>Post for Applied :</b>	
1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry to 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.
<b>Essential</b>	<b>Essential</b>
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
<b>Desirable</b>	<b>Desirable</b>
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
<p>5.1 <b>Note:</b> 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.</p>	
<p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 <b>Note :</b> 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.</p>	

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 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 care/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 Pay Band	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 Vacant 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.

Date :

(Signature of the candidate

Address: \_\_\_\_\_

Mobile No : \_\_\_\_\_

**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**

Employer/Cadre Controlling  
(Authority with Seal)