

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

Email: aftrbm2012@gmail.com
Tel: 022-23611996
Fax: 022-23611994

Armed Forces Tribunal,
Regional Bench, Mumbai
7th floor, MTNL Building,
A.G. Bell Marg, Malabar Hill,
Mumbai – 400 006

F. No. AFT/RBM/ADM/RECRUITMENT/631/2021

Dated: 26th November, 2021

VACANCY CIRCULAR

Applications are invited for filling up the posts of Deputy Registrar, Private Secretary, Section Officer/Tribunal Officer, Assistant, Tribunal Master/Steno Grate - 'I', Junior Accounts Officer, Library & Information Assistant and Upper Division Clerk in the Armed Forces Tribunal, Regional Bench, Mumbai on Deputation/ Absorption/ Short Term Contract basis for a period of three years from suitable candidates, who fulfill the eligibility conditions: -

S. No.	Name of the Post	No. of post	Pay scale (Rs.)	Eligibility conditions
01.	Deputy Registrar (General Central Service Group – 'A' Gazetted Non-Ministerial)	Mumbai Bench - 01	Pay Matrix Level – 11 (Rs. 67700 - 208700)	<u>Deputation/ Absorption/ Short Term Contract basis :-</u> Officers of the Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits: (a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) five years regular service in the parent cadre or Department in Level – 10 of the Pay Matrix Level; or (iii) Six years regular service in the parent cadre or department in a post in Level – 8 of the Pay Matrix Level; or (iv) Seven years regular service in the parent cadre or department in a post in Level – 7 of the Pay Matrix Level; and (b) having five years of experience in personnel and Administrative or Judicial works. Desirable: - Possessing a degree in law from a recognized university. Note 1:- 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.

				<p>Note 2:- The period of deputation including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.</p>
02.	<p>Private Secretary (General Central Service Group – 'B' Gazetted Ministerial)</p>	Mumbai Bench - 01	Pay Matrix Level – 7 (Rs. 44900-142400)	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> Stenographers in the Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) a 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 officer 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 this appointment in the same or some other Organization or department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.</p>
03.	<p>Section Officer/ Tribunal Officer (General Central Service Group – 'B' Gazetted Non - Ministerial)</p>	Mumbai Bench - 01	Pay Matrix Level – 7 (Rs. 44900-142400)	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> Persons working under Central Government or State Governments or Supreme Court or High Courts or District 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 the 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;</p>

				<p>(ii) Having 2 years experience in personnel, administrative or judicial work.</p> <p>Desirable: - Degree in Law.</p> <p>Note 1:- The departmental officer 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 in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
04.	<p>Assistant</p> <p>(General Central Service Group – 'B' Non - Gazetted Ministerial)</p>	Mumbai Bench - 01	Pay Matrix Level – 6 (Rs. 35400-112400)	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u></p> <p>Officials working under Central Government or State Governments or Supreme Court or High Courts or District 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 (ii) Upper Division Clerks in level 4 of the pay matrix 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 (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 Organization or department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>

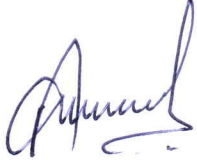
05.	Tribunal Master/ Stenographer Grade – 'I' (General Central Service Group – 'B' Non - Gazetted Ministerial)	Mumbai Bench - 02	Pay Matrix Level – 6 (Rs.35400-112400)	<u>Deputation/ Absorption/ Short Term Contract basis :-</u> Stenographers of the Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits: (i) analogous posts on regular basis in the parent cadre or Department; or (ii) a post in the Level 4 of the Pay Matrix (25500-81100) with 10 years regular service in the grade. Note 1:- The departmental officer 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). Note 2:- 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 Organization or department of the Central Government shall not ordinarily 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 applications.
06.	Junior Accounts Officer (General Central Service Group – 'B' Non – Gazetted, Non - Ministerial)	Mumbai Bench - 01	Pay Matrix Level – 6 (Rs. 35400-112400)	<u>Deputation/ Absorption/ Short Term Contract basis :-</u> 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 there to 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 recognised institute and having two years experience of case accounts and budget work. 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. Similarly, a deputationist in the Armed Forces Tribunal shall not be eligible for consideration for appointment by promotion. Note 2:- 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 not ordinarily exceed three years . Note 3:- The maximum age limit for appointment by deputation shall not

07.	Library & Information Assistant (General Central Service Group – 'B' Non - Gazetted Ministerial)	Mumbai Bench - 01	Pay Matrix Level – 6 (Rs.35400-112400)	<p><u>Promotion/Deputation (including Short Term Contract):-</u> Officers working under the Central Government/ State Government/ Union Territories/ PSUs/ Autonomous Organizations - (a) (i) Holding analogous posts on a regular basis; or (ii) With six years of regular service in the post in the Pay Band I of Rs. 5200-20200 Grade Pay Rs. 2800 or Equivalent. (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Departmental Library Clerk(s) in Pay Band-I Rs. 5200-20200 Grade Pay Rs. 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/ institute shall also be considered along with outsiders. In case he/she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by deputation (including Short Term Contract)</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/ department of the Central Government shall ordinarily not exceed three years. 2. The maximum age limit for appointment by deputation (including Short Term Contract)/ absorption shall be Not exceeding 56 years as on the closing date of receipt of applications.</p>
08.	Upper Division Clerk (General Central Service Group – 'C' Non - Gazetted Ministerial)	Mumbai Bench - 03	Pay Matrix Level – 4 (Rs.25500-81100)	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> Officers from Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts:- (i) holding analogous post on regular Basis; or (ii) holding the post in the pay band -1, Rs.5200-20200 plus grade pay Rs.1900 with eight years regular service.</p> <p>Note 1:- The Departmental Officials in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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</p>

				<p>Note 3:- The maximum age limit for recruitment by deputation or absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>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 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>
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2. The pay of the officer selected on deputation basis will be governed by Do P&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, No.2/11/2017/Estt(Pay-II) dated 24.11.2017, 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 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-I) of the eligible officer, who can be spared in the event of his/her selection may be forwarded **through proper channel** to The Registrar, Armed Forces Tribunal, Regional Bench, Mumbai , 7th floor, MTNL Building, A.G. Bell Marg, Malabar Hill, Mumbai – 400 006 by the Department **latest by 31st January, 2022** along with 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, 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). But, entitled for HRA, Deputation Allowance, etc as per current rules.
8. Number of vacancies reflected above may vary.
9. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.




(V.J. Kale)
Registrar (I/C)
(V.J. Kale)
Registrar(I/C)
AFT, RBM

Enclosure: As above

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

*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 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)