

Tele : 0761-2622084

Armed Forces Tribunal  
Regional Bench  
Jabalpur Cantt-482001

AFT/JBP/Adm/082/82

29 Jul, 2025

**The Principal Registrar**

Armed Forces Tribunal  
Principal Bench  
West Block-VIII, R.K. Puram  
New Delhi - 110066

**VACANCY CIRCULAR**

1. Deputation posts of Private Secretary and Tribunal Master are lying vacant hence, need to be advertised for smooth functioning of Tribunal.
2. In this regard, Hon'ble HoD has approved release of 02 vacancies, for the posts of Private Secretary and Tribunal Master (01 vacancy for each post).
3. Draft circular for filling up the vacant posts of PS and Steno for this Tribunal is forwarded herewith for your kind approval please. If approved, you are requested to kindly upload the same on AFT website.
4. A short advt will be published in English & Hindi Newspaper at our end, after approval.

(Sharad Kumar Yadav)  
Dy Registrar

**Enclosures:** As stated.

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

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AFT/JBP/Adm/082/

Armed Forces Tribunal  
Regional Bench  
106 Bhagat Marg  
Near Sadar Bazar  
Jabalpur-482001

29 July, 2025

**CIRCULAR**

1. Applications are invited for filling up the posts of Private Secretary and Tribunal Master (Stenographer Grade-'I'), in the Armed Forces Tribunal, Regional Bench, Jabalpur on Deputation/Absorption basis for a period of three years from suitable candidates, who fulfill the eligibility conditions as follows:-

S. No.	Name of Post	No. of Post	Level in the Pay Matrix	Eligibility Conditions
1.	Private Secretary (General Central Service Group 'B' Gazetted Ministerial)	01	Pay Matrix Level 7 (Rs 44900-142400)	Stenographer in Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionary 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 (Rs35400-112400) with five years regular service in the grade.
2.	Tribunal Master (Stenographer Grade-I) (General Central Service Group 'B' Non Gazetted Ministerial)	01	Pay Matrix Level-6 (Rs 35400-112400)	Stenographers in 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 (i) The 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 1:** The departmental officer 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.

**Note 2:** The period of deputation including 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 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

2. Self certified photo copies of all the educational and other testimonials & certificates are required to be attached alongwith the application.

3. The application in the prescribed proforma (Annexure-I) of the eligible officer/official, who can be spared in the event of his/her selection may be forwarded by parent department to the **Registrar, Armed Forces Tribunal, Regional Bench, Jabalpur, 106 Bhagat Marg, Old Chief Engineer Office, Near Sadar Bazar, Jabalpur Cantt-482001** latest by 31<sup>st</sup> Oct, 2025 along with photo copies of the **Annual Confidential Reports** for the last five years, **Vigilance Clearance Certificate** and **No objection Certificate**.
4. The pay of the officer/official selected on deputation 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.
5. The applications received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
6. 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).
7. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



**Registrar**  
Armed Forces Tribunal  
Regional Bench, Jabalpur

**Enclosure:** Annexure-I.

**Distribution:** -

1. The Under Secretary, MoD (AFT Cell), Room No 308A 3<sup>rd</sup> Floor, 'A' Block Sena Bhawan, New Delhi – 110011.
2. Principal Registrar, Armed Forces Tribunal, - **With a request to post the circular On Website of Principal Bench.**  
official Principal Bench, New Delhi.
3. All Registrar/Registrar I/C, AFT Regional Benches.
4. DG MP&PS, AG's Branch, IHQ of MoD (Army), DHQ PO, New Delhi – 110011.
5. Dte Pers, ST Dte, Dte Gen of Sup &Tpt, IHQ of MoD (Army), DHQ PO, New Delhi – 110011
6. Registrar General, Madhya Pradesh High Court, Jabalpur.
7. Registrar General, Chhattisgarh High Court, Bilaspur (C.G).
8. District Court, Jabalpur (MP).
9. HQ MB Area, Jabalpur Cantt (MP).
10. Guard File and Notice Board.

Latest  
Photograph  
Of applicant

**BIO-DATA/CURRICULUM VITAE PROFORMA**

<b>Post Applied for</b>	
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
<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
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 Newspaper.	
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 officer/official already on deputation, the applications of such officer/official 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 the 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 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 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, 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

1. 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 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. No major/minor penalty has been imposed on him/her during the last 10 years,  
**OR**

(iv) 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)