

**GOVERNMENT OF INDIA**  
**ARMED FORCES TRIBUNAL, REGIONAL BENCH, CHANDIGARH**

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Armed Forces Tribunal  
Regional Bench, Chandigarh  
Tank TCP, Chandimandir  
Haryana-134107

AFT/CHB/ESTT/ 941

Dated 17 December, 2021

**VACANCY CIRCULAR**



Applications are invited for filling up the following post of Principal Private Secretary in the Armed Forces Tribunal, Regional Bench, Chandigarh on deputation basis for a period of three years from suitable candidates, who fulfill the eligibility conditions:-

Sl. No.	Name of Post	No of Post	Pay Scale (Rs)	Eligibility Conditions
	Principal Private Secretary  (General Central Service Group 'A' Gazetted Ministerial)	03	Pay Matrix, Level 11 (Rs 67700-208700)	<p>Stenographer in Central Government or State Government or Supreme Court or High Courts or District 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 in 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 this 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 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 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, who can be spared in the event of his/her selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, Chandigarh near Tank TCP, Chandimandir, Haryana-134107 by the Department **latest by 04.02.2022** alongwith photocopies of the Annual Confidential Reports for the last five years of the candidates alongwith 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).
8. Number of vacancies reflected above may vary.
9. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

  
Col Manmohan Sood (Retd)  
Registrar  


**Enclosure:** Annexure-1

**Distribution:-**

1. The Secretary General, Supreme Court of India.
2. The Registrar General, High Court of Punjab & Haryana, Chandigarh
3. The Registrar General, High Court of H.P., Shimla.
4. The Under Secretary, MoD, AFT Cell, South Block, New Delhi.
5. The Principal Registrar, Principal Bench, Armed Forces Tribunal, West Block-VIII, RK Puram, New Delhi-110066 - with request to upload the same in the website of the AFT.
6. The Principal Registrar, Central Administrative Tribunal, New Delhi.
7. The Secretary General National Human Rights Commission, New Delhi.
8. The Registrar, National Company Law Tribunal, New Delhi.
9. The Registrar, Central Administrative Tribunal, Chandigarh Bench, Sector -17, Chandigarh.
10. Income Tax Appellate Tribunal, Kendriya Sadan, Sector - 9A, Chandigarh - 160009
11. The Chief Secretary, Govt. of Punjab, Punjab Civil Sectt., Chandigarh
12. The Chief Secretary, Govt. of Haryana, Haryana Civil Sectt., Chandigarh
13. The Chief Secretary, Govt of H.P., Shimla, H.P. Sectt. Shimla - 171002
14. HQs Western Command (A), Chandimandir
15. HQs Western Command (JAG), Chandimandir
16. PCDA (WC), Sector - 9, Chandigarh (UT).



# ANNEXURE- I

## BIO-DATA/CURRICULUM VITAE PROFORMA

Post Applied For		
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 Qualification	
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 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.</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		
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. Adhoc 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 integrality 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		
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 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)	Total Emoluments
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)