

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

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

F.No. AFT/RBM/ADM/RECRUITMENT/ 712 /2022

Dated: 28<sup>th</sup> September, 2022

**VACANCY CIRCULAR**

Applications are invited for filling up the posts of Deputy Registrar, Principal Private Secretary, Private Secretary, Section Officer/Tribunal Officer, Assistant, Tribunal Master/Steno Grate - 'I', Junior Accounts Officer, Junior Accountant, Upper Division Clerk, Stenographer Grade'D', Lower Division Clerk, Data Entry Operator, Staff Car Driver and Despatch Rider 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.	<b>Deputy Registrar</b> (General Central Service Group – 'A' Gazetted Non-Ministerial)	Mumbai Bench - 01	Pay Matrix Level – 11 (Rs. 67700 - 208700)	<p><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:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) five years regular service in the parent cadre or Department in Level – 10 of the Pay Matrix Level; or</p> <p>(iii) Six years regular service in the parent cadre or department in a post in Level – 8 of the Pay Matrix Level; or</p> <p>(iv) Seven years regular service in the parent cadre or department in a post in Level – 7 of the Pay Matrix Level; and</p> <p>(b) having five years of experience in personnel and Administrative or Judicial works.</p> <p><b>Desirable:</b> - Possessing a degree in law from a recognized university.</p> <p><b>Note 1:-</b> 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>

				<p><b>Note 2:-</b> 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 <b>three years</b>. 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><b>Principal Private Secretary</b></p> <p>(General Central Service Group – 'A' Gazetted Ministerial)</p>	Mumbai Bench - 02	Pay Matrix Level –11 (Rs. 67100 - 208700)	<p><u>Deputation/ Absorption/ Short Term Contract basis:-</u></p> <p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or <b>Statutory/ Autonomous bodies having pensionary benefits:</b></p> <p>(i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with six years regular service in the parent cadre or Department in posts in Level- 8 of the Pay Matrix; or</p> <p>(iii) 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><b>Note 1:-</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years. Whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:-</b> 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><b>Note 3:-</b> 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 ordinarily not exceed 56 years as on the closing date of receipt of application.</p>



03.	<b>Private Secretary</b>  (General Central Service Group – 'B' Gazetted Ministerial)	Mumbai Bench - 01	Pay Matrix Level –7 (Rs. 44500-142400)	<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:  (i) holding analogous post on regular basis in the parent cadre or Department; or  (ii) a post in the Level – 6 of the Pay Matrix (35400-112400) with five years regular service in the grade.  <b>Note 1:-</b> 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.  <b>Note 2:-</b> 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 <b>three years</b> . The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
04.	<b>Section Officer/ Tribunal Officer</b>  (General Central Service Group – 'B' Gazetted Non- Ministerial)	Mumbai Bench - 01	Pay Matrix Level –7 (Rs. 44900-142400)	<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:  (a) (i) holding analogous post on regular Basis in the parent cadre or Department; or  (ii) a post in the Level 5 of the Pay Matrix (Rs. 29200-92300) with five years regular service in the grade, and  (b) possessing the following educational qualifications and experience: (i) Degree of a recognized University; and  (ii) Having 2 years experience in personnel, administrative or judicial work.  <b>Desirable:</b> - Degree in Law.  <b>Note 1:-</b> 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><b>Note 2:-</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 not ordinarily exceed <b>three years</b>. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
05.	<p><b>Assistant</b></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><b>Note:</b> -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 <b>three years</b>. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
06.	<p><b>Tribunal Master/ Stenographer Grade – 'I'</b></p> <p>(General Central Service Group – 'B' Non- Gazetted Ministerial)</p>	Mumbai Bench - 02	Pay Matrix Level –6 (Rs.35400-112400)	<p><u>Deputation/ Absorption/ Short Term Contract basis:-</u></p> <p>Stenographers of 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) 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.</p> <p><b>Note 1:-</b> 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).</p>



				<p><b>Note 2:-</b> 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 <b>three years</b>. 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.</p>
07.	<p><b>Junior Accounts Officer</b></p> <p>(General Central Service Group – 'B' Non – Gazetted, Non - Ministerial)</p>	Mumbai Bench - 01	Pay Matrix Level –6 (Rs. 35400-112400)	<p><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.</p> <p><b>Note 1:-</b> 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.</p> <p><b>Note 2:-</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 not ordinarily exceed <b>three years</b>.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of application.</p>
08.	<p><b>Junior Accountant</b></p> <p>(General Central Service, Group 'C' Non – Gazetted, Non - Ministerial)</p>	Mumbai Bench -01	Pay Matrix Level –5 (Rs.29200-92300)	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> By direct recruitment</p> <p><b>Note :-</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from Central Government: (a) (i) holding analogous posts on regular basis; or (ii) with five years regular service in posts in the level-4 in the pay matrix (Rs.25500-81100); and</p>

				<p>(b) possessing the qualifications and experience prescribed for direct recruits under Bachelors's degree from a recognised University.</p> <p>Age limit – Twenty –five years.</p> <p><b>Note 1:-</b>Relaxable for Government serants upto forty years in case if general candidates and forty-five years in case of candidates belonging to the Scheduled Casted sir the Schedules Tribes in accordance with the instructions or orders issued by the Central Government.</p> <p><b>Note 2:-</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangj Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>
09.	<p><b>Upper Division Clerk</b></p> <p>(General Central Service Group – 'C' Non- Gazetted Ministerial)</p>	Mumbai Bench - 03	Pay Matrix Level –4 (Rs.25500-81100)	<p><b>Deputation/ Absorption/ Short Term Contract basis:-</b></p> <p>Officers from Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts:-</p> <p>(i) holding analogous post on regular Basis; or</p> <p>(ii) holding the post in the pay band -1, Rs.5200-20200 plus grade pay Rs.1900 with eight years regular service.</p> <p><b>Note 1:-</b>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><b>Note 2:-</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</b> years.</p> <p><b>Note 3:-</b> 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><b>Note 4 :-</b> For the purpose of the appointment on deputation or absorption, the service rendered on regular basis by an officer prior to 01<sup>st</sup> 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</p>



				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.
10.	<b>Stenographer Grade 'D'</b> (General Central Service Group - 'C' Non-Gazetted Ministerial)	Mumbai Bench - 03	Pay band - 1, Rs.5200-20200 plus grade pay of Rs.2400	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u></p> <p><b>Note:-</b> The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Chairperson, Armed Forces Tribunal, is of the opinion that the sufficient number of candidate with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p><b>Deputation/absorption:</b> Officers possessing the qualifications prescribed for direct recruitment in Essential: (i) 12<sup>th</sup> Class pass or equivalent qualification from a recognised Board or University. (ii) Skill Test Norms On computer Dictation 10 minutes @ 80 words per minute. Transcription 50 minutes (English), 65 minutes (Hindi). (iii) Computer training course of at least six months duration. And holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts.</p> <p><b>Deputation/re-employment:</b> The Armed Forces personnel due to retire of who are to be transferred to reserve within a period of one year and having qualifications prescribed shall also be considered. Who shall, if selected, be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be conducted on re-employment.</p> <p><b>Note 1 :-</b> Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p><b>Note 2 :-</b> The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>

				<p><b>Note 3 :-</b> For the purpose of appointment on deputation or absorption, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 pay 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>
11.	<p><b>Lower Division Clerk</b></p> <p>(General Central Service Group – 'C' Non- Gazetted Ministerial)</p>	Mumbai Bench - 04	Pay Matrix Level –1 (Rs.5200-20200)plus grade pay of Rs.1900	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u></p> <p>Essential:</p> <p>(i) 12<sup>th</sup> Class pass or equivalent qualification from a recognised Board or University.</p> <p>(ii) 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>(iii) Computer training course of at least six months duration.</p> <p>Desirable: Graduate from a recognised university.</p> <p><b>Note:-</b>The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Chairperson, Armed Forces Tribunal, is of the opinion that the sufficient number of candidate with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Age limit – 18-27 years. (Relaxable for Government servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes and also relaxable in case of Ex-servicemen in accordance with the instructions or orders issued by the Central Government from time to time)</p> <p><b>Note :-</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in</p>



				Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
12.	<b>Data Entry Operator</b> (General Central Service Group - 'C', Non - Gazetted, Non- Ministerial)	Mumbai Bench - 04	Pay Band -1, Rs.5200-20200 plus grade pay of Rs.1900	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> Essential: (a) 12<sup>th</sup> class pass or equivalent qualification from a recognised institution or board or equivalent and, (b) Diploma or Certificate in Information Technology or Computer field; and (c) Knowledge of data entry or computer operation (should possess a speed of not less than 8000 Key Depressions per hour for data entry work). Desirable: Graduate from a recognised 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) Machine(s) by the Competent Authority.</p> <p><b>Note 2:-</b> The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Chairperson, Armed Forces Tribunal, is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
13.	<b>Staff Car Driver</b> (General Central Service Group - 'C', Non - Gazetted, Non- Ministerial)	Mumbai Bench - 01	Pay Band -1, Rs.5200-20200 plus grade pay of Rs.1900	<p><u>Deputation/ Absorption/ Short Term Contract basis :-</u> Essential: (i) 10<sup>th</sup> Standard pass from a recognised Board; or (ii) Experience of driving a motorcar for at least three years. (iii) Possessing a valid driving licence for motorcars; (iv) Knowledge of motor mechanism (should be able to remove minor-defects in vehicle). Desirable: Three years service as Home Guard or Civil Volunteers.</p> <p><b>Note:-</b>The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Chairperson, Armed Forces Tribunal, is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>

14.	<b>Despatch Rider</b> (General Central Service Group – 'C', Non – Gazetted, Non- Ministerial)	Mumbai Bench - 01	Pay Band -1, Rs.5200- 20200 plus grade pay of Rs.1900	<u>Deputation/ Absorption/ Short Term Contract basis :-</u> <u>Essential:</u> (i) 10 <sup>th</sup> Standard pass from any recognised Bard or equivalent with ability to read English and Hindi or Regional Language of the are in which the Tribunal is situated; (ii) Possessing a valid driving licence for motor cycle or Scooter of 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.  <u>Note:-</u> The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stages of selection he is of the opinion that the sufficient numbers of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.
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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- I) 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 , 7<sup>th</sup> floor, MTNL Building, A.G. Bell Marg, Malabar Hill, Mumbai - 400 006 by the Department **latest by 07<sup>th</sup> November, 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.



  
(Lt Col Anjan Kumar Sinha)  
Registrar

Enclosure: As above