

**GOVERNMENT OF INDIA  
ARMED FORCES TRIBUNAL, PRINCIPAL BENCH**

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West Block -VIII  
Sector-1, R.K. Puram  
New Delhi - 110066

F. No. 2(17)/2013/Rect/AFT (PB)/Adm-1

24 April, 2018

**VACANCY CIRCULAR**

Applications are invited for filling up the following posts in the Armed Forces Tribunal, Principal Bench, New Delhi on deputation initially for a period of three years and extendable as per DoP&T orders. In case of re-employment on contract basis initially for a period of one year extendable yearly basis from the candidates who fulfill the following eligibility conditions: -

Name of Post in Pay Band	No. of Post	Eligibility Conditions
<b>Accounts Officer</b>  General Central Service Group 'B' Gazetted Non-Ministerial (Pay Band-2) Rs 9300-34800/-+ GP-Rs 4200/- (Pre-revised)  PAY MATRIX LEVEL - 6 (Rs 35400-112400)  (Likely to be revised Pay Matrix LEVEL-7)	01	1. <b>Deputation basis :</b> Regular Accounts or Audit Officers from Controller General of Accounts, Post and Telegraph Accounts or Railways Accounts Service, Controller General of Defence Accounts, OR (B) Officers under the Central Government or Districts Court holding analogous posts on regular basis who have undergone training in cash and Accounts work in Institute of Secretariat Training and Management or equivalent and possess experience in Cash and Accounts and Budget work, OR  (c) Junior Accounts Officer or Assistant Audit/Accounts Officer in the pay scale of Rs 5500-175-9000/- or 6500-200-10500 (Pre- revised) with 8 years or 05 years regular service respectively under Comptroller and Auditor General, Controller General of Defence Accounts, Post and Telegraph Accounts, Railway Accounts and District Courts.  2. <b>On Re-employment on contract basis.</b> With similar qualifications and eligibility as for deputation.
<b>Principal Private Secretary</b>  General Central Service Group (A) Gazetted (Ministerial) (Pay Band-3) Rs. 15600-39100/- + GP - Rs. 6600/- (Pre-revised)  PAY MATRIX LEVEL - 11 (Rs 67700-208700)	01	1. <b>In case of deputation/absorption :</b> Stenographers in Central Government or State Government or Supreme Court or High Court or District Courts or Statutory/ Autonomous bodies having pensionary benefits : (a) holding analogous post on regular basis in the parent cadre or department; or (b) with six years regular service in the parent cadre or Department in posts in Pay Band -2 Rs 9300 - 34800 Grade Pay Rs 4800/- (Pre-revised) Pay Matrix Level-8, or (c) with seven years in regular service in the parent cadre or Department in posts in Pay Band- 2 Rs 9300 - 34800 Grade Pay Rs 4600/- (Pre-revised) Pay Matrix Level-7. <b>Desirable:</b> Knowledge in computer operation. Preference shall be given to persons having LLB Degree.  2. <b>In case of re-employment :</b> With qualifications and experience similar to deputationists.

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<p><b>Private Secretary</b> General Central Service Group 'B' Gazetted (Ministerial)</p> <p>(Pay Band-2) Rs. 9300-34800 + GP – Rs. 4600/- (Pre-revised)</p> <p>PAY MATRIX LEVEL - 7 (Rs 44900-142400)</p>	01	<p><b>1. In case of deputation/absorption :</b> Stenographers in Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits holding :</p> <p>(a) analogous posts on regular basis, or</p> <p>(b) a post in the grade of Pay Band-2 Rs 9300-34800 Grade Pay Rs 4200 with five years regular service in the grade.</p> <p><b>2. In case of re-employment :</b></p> <p>With qualifications and experience similar to deputationists</p>
<p><b>Junior Hindi Translator</b></p> <p>General Central Service, Group 'B' Non-Gazetted, Non- Ministerial</p> <p>(Pay Band-2) Rs 9300-34800 + GP of Rs 4200/- (Pre-revised)</p> <p>PAY MATRIX LEVEL - 6 (Rs 35400 -112400)</p>	01	<p><b>1. In case of deputation Basis :</b> Officers of Central Govt.</p> <p>(a) holding analogous posts on regular basis in the parent cadre/department; and</p> <p>(b) possessing the qualifications and experience prescribed as under :-</p> <p>(i) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>(ii) Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>(iii) Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>(iv) Master's Degree of a recognised University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>(v) Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>(vi) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

		<p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at discretion of the Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>2. <b>In case of re-employment :</b></p> <p>With qualifications and experience similar to deputationists.</p>
<p><b>Stenographer Grade-II</b></p> <p>General Central Service Group 'C' Non Gazetted( Ministerial)</p> <p>(Pay Band-1) Rs. 5200-20200 + GP – Rs. 2400 (Pre-revised)</p> <p>PAY MATRIX LEVEL - 4 (Rs.25500 - 81100)</p>	06	<p>1. <b>In case of deputation/absorption Basis :</b> Officers 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>Essential</b></p> <p>(i) 12<sup>th</sup> class pass or equivalent from a recognised Board or University.</p> <p>(ii) Skill Test Norms; On Computer.</p> <p>Dictation. 10 minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi).</p> <p>(iii) Computer training course of at least six months duration.</p> <p>2. <b>In case of re-employment :</b> With qualifications and experience similar to deputationists.</p>
<p><b>Upper Division Clerk (UDC)</b></p> <p>General Central Service Group 'C' Non Gazetted (Ministerial)</p> <p>(Pay Band-1) Rs. 5200-20200/- + GP Rs. 2400/- (Pre-revised)</p> <p>PAY MATRIX LEVEL - 4 (Rs.25500 - 81100)</p>	02	<p>1. <b>In case of deputation/absorption Basis :</b> Officers from Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts :-</p> <p>(i) holding analogous posts on regular basis, or</p> <p>(ii) holding the post in the pay band-1 Rs 5200-20200 plus grade pay of Rs 1900 with eight years regular service;</p> <p>2. <b>In case of re-employment :</b> With qualifications and experience similar to deputationists.</p>

<p><b>Data Entry Operator (DEO)</b></p> <p>General Central Service, Group 'C', Non-Gazatted, Non-Ministrial</p> <p>(Pay Band-1) Rs 5200-20200 + GP of Rs 1900/- (Pre-revised)</p> <p>PAY MATRIX LEVEL - 2 (Rs 19900-63200)</p>	04	<p>1. <b>In case of deputation/absorption Basis :</b> Officers from the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts :- (i) holding analogous post on regular basis or  (ii) holding post(s) in the pay band -1, 5200-20200 plus grade pay of Rs 1900, with two years regular service in the grade.</p> <p><u>Essential</u> (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 that 8000 key Depressions per hour for data entry work).</p> <p><b>Desirable.</b> Graduate from a recognised university.</p> <p>Note: 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>Note: The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal. In the case of candidates belonging to the Scheduled Caste 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> <p>2. <b>In case of re-employment :</b> With qualifications and experience similar to deputationists.</p>
<p><b>Multi Tasking Staff (Peon-cum-helper)</b></p> <p>General Central Service, Group 'C', Non-Gazatted, Non-Ministrial</p> <p>(Pay Band-1) Rs 5200-20200 + GR. of Rs 1800/- (Pre-revised)</p> <p>PAY MATRIX LEVEL - 1 (Rs 18000-56900)</p>	02	<p>1. <b>In case of deputation /absorption :</b> Persons holding analogous posts in Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts:</p> <p><u>Essential</u> (a) 10<sup>th</sup> Standard pass or equivalent from any recognised Board. <b>Desirable:</b> - Training in Basic and Refresher Courses in Home Guards and Civil Defence.</p> <p><b>For Ex-servicemen: Deputation/re-employment :-</b> The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and 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 continued on re-employment.</p> <p>2. <b>In case of re-employment :</b> With qualifications and experience similar to deputationists.</p>

2. The Pay & Allowances and other terms and conditions of the officer/official selected on deputation will be governed in accordance with DOP&T O.M.No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, O.M even number dated 22 Apr, 2016, and O.M No 3/3/2016-Estt. (Pay II) dated 01.05.2017.

3. **Age Limit.**

(a) **Deputation.** The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

(b) **Re-employment on contract basis.** The maximum age limit for re-employment on contract basis is up to 64 years.

4. Please note that:-

(a) Applications for deputation will have to be routed through their parent department.

(b) Applications for one year on re-employment on contract basis only from retired Central/State Govt. /Court Staff/Tribunals/Statutory bodies and Autonomous Bodies will be considered and may be sent directly to Principal Registrar, Armed Forces Tribunal, Principal Bench, New Delhi on the prescribed format alongwith connected documents

5. Number of vacancies may vary and filling up of the post(s) is at the discretion of the Competent Authority.

6. (a) 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.

(b) The period of deputation including 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.


7. The application(s) in the prescribed Performa (Annexure I) from eligible officers/officials who can be spared on deputation in the event of their selection may be forwarded by the Departments to the Principal Registrar, Armed Forces Tribunal, Principal Bench, Block- VIII, Sector-1, RK Puram, New Delhi - 110066 along with photo copies of the Annual Confidential Reports for the last five years and vigilance clearance certificate.

8. The applications in the prescribed Performa (Annexure II) from retired persons for re-employment on contract basis may be sent directly to the Principal Registrar, Armed Forces Tribunal, Principal Bench, Block- VIII, Sector-1, RK Puram, New Delhi - 110066 along with relevant documents i.e. PPO, education certificates, discharge book etc. where applicable.

9. Last date of receipt of application is 1<sup>st</sup> June, 2018 (Friday). Application received after the due date will not be entertained.

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10. It may please be understood that this Office is not yet enlisted in the Directorate of Estate for allotment of GPRA (General Pool Residential Accommodation), as such before filing application this aspect may please be kept in mind.

  
(S. Chatterjee) 04.18  
Assistant Registrar

**Enclosure:** Annexure- I & II.

**Distribution:-**

1. All Ministries and Department of Govt. of India.
2. The Principal Secretary, General Administration Department, Govt. of NCT of Delhi.
3. Directorate General Resettlement, R.K. Puram, New Delhi – 110066.
4. The District Judge-1 & Sessions Judge, Tis Hazari Court, Delhi.
5. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi.
6. The Registrar General, High Court of Delhi, Sher Shah Marg, New Delhi.
7. The Secretary General, National Human Rights Commission, New Delhi.
8. The Principal Registrar, Central Administrative Tribunal, New Delhi.
9. Armed Forces Tribunal Website – In-charge.
10. Guard File.

**PERFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth	
3. (i) Date of entry into service	
(ii) Date of Retirement under Central/ State Government Rules	
4. Educational Qualification	
5. Experience	

6. 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	Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned
7. In case the present employment is held on deputation/contract basis, please state.				
8. Total emolument per month now drawn				
Basis Pay in the PB		Grade Pay		Total Emoluments
9. Whether belongs to SC/ST Category etc.				
10. Contact Number				

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)

Date :

Tele 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.

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(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 .

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(Employer/Cadre Controlling Authority with Seal)



**ANNEXURE-II  
(RE-EMPLOYMENT)**

**PERFORMA**

1.	Post applied for	
2.	Name (in Capital letters)	
3.	Full residential address	
4.	Age and date of birth	
5.	Date of retirement	
6.	Pay Band with Grade Pay (on retirement)	
7.	Post held & Ministry/department along with date of appointment	
8.	Educational Qualification	
9.	Experience/Training, if any	
10.	Any other special qualification.	
11.	Contact number	
12.	Whether belongs to SC/ST Category etc.	
13.	Any other information, you wish to submit.	

Signature of the candidate  
Date :  
Tele No: