

S.O. (MB)  
29/1/19  
R.S.

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

Phone : 26171027  
Fax No : 26105361

Account Establishment Secy.

50/

दिनांक 31.01.19

पत्रिका संख्या

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

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

21<sup>st</sup> January, 2019

**VACANCY CIRCULAR**

Applications are invited for filling up the following posts in the Armed Forces Tribunal, Principal Bench, New Delhi on deputation basis for a period of three years from suitable candidates, who fulfill the eligibility conditions.

Name of Post	No. of Post	Pay scale (Rs.)	Eligibility Conditions
<b>Joint Registrar</b>  General Central Services Group 'A' Gazetted Non-Ministerial	01	Pay Matrix Level - 12 (Rs 78800-209200) or Pay Band-3 (Rs 15600-39100 + Grade Pay 7600/-) (Pre-revised)	Officers of the Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits possessing a degree in law :  (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 a post in Level - 11 of the Pay Matrix; and  (b) having ten years of experience in personnel and Administrative or Judicial works.
<b>Private Secretary</b>  General Central Services Group 'B' Gazetted, Ministerial	01	Pay Matrix Level - 7 (Rs 44900-142400) or Pay Band-2 (Rs 9300 - 34800 + Grade Pay 4600/-) (Pre-revised)	Stenographers in Central Government or State Governments or Supreme Court or High Courts 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 Level- 6 of the Pay Matrix (Rs 35400-112400) with five years' regular service in the grade.

Name of Post	No. of Post	Pay scale (Rs.)	Eligibility Conditions
<b>Tribunal Master/ Stenographer Grade-'I'</b>  General Central Services Group 'B' Non Gazetted Ministerial	03	Pay Matrix Level - 6 (Rs 35400-112400) or Pay Band-2 (Rs 9300-34800 + Grade Pay 4200/-) (Pre-revised)	Stenographers of the Central Government or Armed Forces or State Governments or Supreme Court or High Courts 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 Level 4 of the Pay Matrix (Rs 25500 – 81100 ) with 10 years' regular service in the grade.
<b>Junior Hindi Translator</b>  General Central Services, Group'B' Non-Gazetted, Non-Ministrial	01	Pay Band-2 (Rs 9300-34800 + Grade Pay 4200/-) (Pre-revised)	Officers of Central Government:  (a) holding an analogous post on regular basis in the parent cadre/department; and  (b) possessing the qualifications and experience prescribed as under :  Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of an examination at the degree level;  OR Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the the medium of an examination at the degree level;  OR 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 an examination at the degree level;  OR 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 an examination at the degree level;

*Handwritten signature*

Name of Post in Pay Band	No. of Post	Pay scale (Rs.)	Eligibility Conditions
			<p>OR</p> <p>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 an examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>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>

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 appointment by promotion to the posts of Joint Registrar.

4. 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 Organisations or Departments of the Central Government/ Armed Forces shall not ordinarily exceed **four years** (in the case of Joint Registrar) and **three years** (in the case of Private Secretary at Tribunal Master/ Stenographer Grade-'I').

5. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of application.

6. 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 to the Principal Registrar, Armed Force Tribunal, Principal Bench, West Block- VIII, Sector-1, RK Puram, New Delhi - 110066 by the Department latest by **28<sup>th</sup> February, 2019** along with photocopies the Annual Confidential Report for the last five years of the candidates along with Vigilance Clearance Certificate.

7. The applications received without supporting documents, photograph, unsigned and incomplete in any manner, shall be summarily rejected.

*(Signature)*

8. 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).



(P.K. Bajaj)  
Principal Registrar (I/c)

Enclosure: Annexure- I

Distribution:-

1. Secretary General Supreme Court of India
2. Registrar General High Courts (All over India)
3. Principal Registrar, Central Administrative Tribunal, New Delhi
4. MoD, AFT, Cell, New Delhi. – Please upload in your website.
5. JAG Branch Army/Navy/Air Force, New Delhi
6. Employment News Publication.
7. Armed Forces Tribunal, Principal Bench, New Delhi Website – In-charge.
8. Guard File.

BIO-DATA/CURRICULUM VITAE PRO FORMA

Post for Applied	
1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
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 authenticate 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)

*[Handwritten Signature]*

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the office 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 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.			

*[Handwritten signature]*

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, 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.

Date

(Signature of the candidate)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 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)