

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

ARMED FORCES TRIBUNAL, REGIONAL BENCH, LUCKNOW

Tele : 0522-2480132

Armed Forces Tribunal
Regional Bench
3, RAK Marg
Lucknow- 226 002

08(09)/AFT-Lko/Cir Lko/Estt/2023

05th June, 2023

VACANCY CIRCULAR

Applications are invited for filling up the posts of Principal Private Secretary, Private Secretary, Section Officer/Tribunal Officer (SO/TO), Junior Accounts Officer, Assistant, Tribunal Master (Steno Grade 'C'), Library & Information Assistant, Steno Grade 'D', Lower Division Clerk & Data Entry Operator in Armed Forces Tribunal, Regional Bench, Lucknow on Deputation 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
1.	Principal Private Secretary (PPS) (General Central Services Group 'A' Gazetted, Ministerial)	04	Pay Matrix Level-11 of 7 th CPC (Rs. 67700-208700)	Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits : (a) holding analogous posts on regular basis in parent cadre or department ; or (b) with six years regular service in the parent cadre or department in posts in Level-8 of the Pay Matix; or (c) with seven years in regular service in the parent cadre or department in posts in Level-7 of the Pay Matrix. Desirable : Knowledge in computer operation. Note : 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 Organisation or Department of the Central Government shall not ordinarily exceed three years .

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2.	Private Secretary (General Central Services Group "B" Gazetted Ministerial)	01	Pay Matrix Level-7 of 7 th CPC (Rs. 44900-142400)	Stenographer in Central Govt or State Governments or Supreme Court or High Courts or Subordinate Courts, or Statutory/Autonomous bodies having pensionary benefits, holding (a) Analogous post on regular basis in parent cadre or department or (b) A post in Level -6 of the Pay Matrix (Rs. 35400-112400) with five years regular service in the grade. Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or Department of the Central Government shall not ordinarily exceed three years.
3.	Section Officer/Tribunal Officer (General Central Services Group 'B' Gazetted, Non-Ministerial)	01	Pay Matrix Level-7 of 7 th CPC (Rs. 44900-142400)	Officials working under Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits:- (a) (i) holding analogous post on regular basis in parent cadre or department; or (ii) post in Level-6 of the Pay Matrix(Rs.35400-112400) 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. Desirable : Degree in Law Note: 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 three years.



4.	Junior Accounts Officer (General Central Services Group 'B' Non-Gazetted, Non-Ministerial)	01	Pay Matrix Level-6 of 7 th CPC (Rs. 35400-112400)	<p>Officials under the Central Government :</p> <p>(a) (i) holding analogous posts 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) within rendered after appointment thereto on regular basis, and</p> <p>(b) who have under gone training in cash and accounts work in the institute of Secretariat training and Management or an equivalent course from a recognized institute and having two years experience of cash accounts and budget work.</p> <p>Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or Department of the Central Government shall not ordinarily exceed three years.</p>
5.	Assistant (General Central Services, Group 'B' Non-Gazetted Ministerial)	03	Pay Matrix Level-6 of 7 th CPC (Rs.35400-112400)	<p>Officials working under Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits.</p> <p>(a) (i) holding analogous post on regular basis in parent cadre or department; or (ii) Upper Division Clerks in level 4 of the pay matrix (Rs. 25500-81100) with 10 years regular service in the grade in Central Government or State Government 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>Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.</p>

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6.	Tribunal Master/ Stenographer Grade 'C' (General Central Services Group 'B' Non-Gazetted Ministerial)	03	Pay Matrix Level-6 of 7 th CPC (Rs. 35400-112400)	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 :- (a) The analogous posts on regular basis in parent cadre or department; or (b) Post in Level-4 of the pay matrix (Rs. 25500-81100) with 10 years regular service in the grade. Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation or department of the Armed Forces Central Government shall ordinarily not exceed three years.
7.	Library & Information Assistant (Junior Librarian) (General Central Services Group 'B' Non-Gazetted Ministerial)	01	Pay Matrix Level 6 of 7 th CPC (Rs. 35400-112400)	(i) Officials holding analogous post on regular basis in Central Government or State Governments or Supreme Court or High Courts and District Courts; or (ii) Officials holding the posts in the Grade Pay 2800/2400 (Scale of Rs. 5200-20200) (Pre revised with 6/10 years regular service respectively in the grade in the Central or State Governments or Supreme Court or High Courts and District Courts. Essential Qualification:- Essential : (i) Degree from a recognised University or equivalent (ii) Degree or equivalent Diploma in Library Science from a recognised University or Institute. (iii) Two years experience in responsible capacity in a Library of standing. Desirable: (i) Master's Degree in Library Science from a recognised University or equivalent or degree in Law. (ii) Experience of documentation work in a responsible capacity (iii) Knowledge of computer operation.

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8.	Stenographer Grade 'D' (General Central Services Group 'C' Non-Gazetted)	09	Pay Matrix Level-4 of 7 th CPC (Rs.25500-81100)	Officials working under Central Government or State Governments or Tribunal or Commission or Statutory bodies or Courts: (i) holding analogous post on regular basis. Or (ii) holding the post in the Pay Matrix Level-2 with eight years regular service in grade. Essential: (a) 12th class pass or equivalent qualification from a recognised institution or board or equivalent; and (b) Skill Test Norms: On computer (c) Dictation : 10 minutes @80 words per minute. (d) Transcription : 50 minutes (English) : 65 minutes (Hindi). (e) Computer training course of at least six months duration. 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 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.
9.	Lower Division Clerk (General Central Services Group 'C' Non Gazetted, Non Ministerial)	10	Pay Matrix Level 2 of 7 th CPC (Rs. 19900-63200)	Officials working under Central Government or State Governments or Tribunals or Commissions or Statutory/Autonomous bodies. (a) holding analogous post on regular basis in parent cadre or department, and with eight years service in the grade in the pay band. or (b) (i) Possession 12th Class pass or equivalent qualification from a recognised Board or University. (ii) A typing speed of 35 words per minute in English on computer and knowledge of Computer operation. Note : 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 exceeds three years.



10	Date Entry Operator (General Central Services Group 'C' Non Gazetted, Non Ministerial)	06	Pay Matrix Level-2 of 7 th CPC (Rs. 19900-63200)	Officials 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, Rs. 5200-20200 plus Grade Pay of Rs. 1900 (6 th CPC), with two years regular service in the grade. Essential : (a) 12th 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. 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) Machines (s) by the Competent Authority.
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2. Number of vacancies may vary and filling up of the post(s) is at the discretion of the Competent Authority.

3. The Pay and Allowances and other terms and conditions of the officer/official selected on deputation will be governed in accordance with Department of Personal & Training, Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

4. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

5. **General Information:**

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

(b) Application for deputation will have to be routed through their parent department by the competent authority, alongwith the photocopies of Annual Confidential Report of last five years.

(c) Application received after the last date will not be entertained.

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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 appointments 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 proforma (Annexure-I) of the eligible officers/officials, who can be spared for deputation in the event of their selection may be forwarded by the Department to **The Registrar, Armed Forces Tribunal, 3 Rafi Ahmed Kidwai Marg, PO- Dilkusha , Lucknow Cantt-226 002** alongwith 'No Objection Certificate'. While forwarding the application, vigilance clearance certificate and a certificate to the effect that no disciplinary action/inquiry is pending or contemplated against the officer/official concerned shall also be furnished.
8. The application(s) received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
9. 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).
10. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
11. The last date of receiving the applications is **10.08.2023**.

(Dr. Dushyant Dutt)
R.H.J.S.
Registrar & Head of Office

Encls: As above

1. Principal Registrar, Armed Forces Tribunal, - with a request to post the Circular on the Principal Bench, New Delhi official Website of Principal Bench.
2. The Under Secretary, MoD, AFT Cell, New Delhi
3. The JAG Branch Army/Navy/Air Force, New Delhi
4. The Registrar General, High Court of Judicature at Allahabad (U.P.)
5. The Registrar General High Court of Uttarakhand at Nainital
6. Director Public Relations, Govt of Uttar Pradesh
7. Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi.
8. HQ Central Command 'A' Branch, Lucknow
9. MUPSA 'A' Branch, Lucknow
10. Armed Forces Tribunal, RB, Lucknow, Website-in-charge for uploading on the website.
11. PPS to Hon'ble Member (Judicial) & HoD.
12. PPS to Hon'ble (Judicial) & (Administrative) Members.
13. Registrar, All Regional Benches of AFT
14. Guard File.

Latest
Photograph
of applicants

BIO-DATA/CURRICULUM VITAE PROFORMA

Post Applied for	
Choice of Station (In order of preference)	
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
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 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 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 post held in substantive capacity in the parent organization
9.1 Note: In case of Officers/Officials already on deputation, the applications of such officers/officials 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 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.			

.....3/-



14. Total emoluments per month now drawn		
Basis Pay in PB	Grade Pay	Total Emoluments

15. In case the applicants 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 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:

