

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, REGIONAL BENCH, CHENNAI

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H.13015/AFTRBC/Admin/2023

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CIRCULAR

1. Applications are invited for filling up the posts of Private Secretary, Section Officer/Tribunal Officer, Tribunal Master (Steno Grade-I), Junior Accounts Officer, Library & Information Assistant (Junior Librarian), Stenographer Grade-II, Upper Division Clerk, Lower Division Clerk and Data Entry Operator in the Armed Forces Tribunal, Regional Bench, Chennai on Deputation Basis for a period of three years from suitable candidates, who fulfill the eligibility conditions :-

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
1.	Private Secretary (General Central Services Group 'B' Gazetted Ministerial)	01	Pay Matrix Level-7 of 7 th CPC (Rs 44900-142400)	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 (Rs 35400-112400) of the Pay Matrix with five 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 organization or department of the Central Government shall not ordinarily exceeds three years.
2.	Section Officer/ Tribunal Officer (General Central Services Group 'B' Gazetted Ministerial)	01	Pay Matrix Level-7 of 7 th CPC (Rs 44900-142400)	Officials working in 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) a post in Level-6 (Rs 35400-112400) of the Pay Matrix 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 of Law.

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
				<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 not ordinarily exceeds three years.</p>
3.	Tribunal Master (Steno Grade I) (General Central Services Group 'B' Non Gazetted Non Ministerial)	01	Pay Matrix Level-6 of 7 th CPC (Rs 35400-112400)	<p>Stenographers working in Central Government or Armed Forces or State Government or Supreme Court or High Court or District Courts or Statutory/ Autonomous bodies having pensionary benefits holding :-</p> <p>(i) Analogous posts on regular basis in present cadre or department; or</p> <p>(ii) Post in the Level-4 of the pay matrix with 10 years regular service in the grade.</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 not ordinarily exceed three years.</p>
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</p> <p>(ii) with six years service in the level-5 of 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 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 not ordinarily exceeds three years.</p>

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
5.	Library & Information Assistant (Junior Librarian) (General Central Services Group 'B' Non Gazetted Non Ministerial)	01	Pay Matrix Level-6 of 7 th CPC (Rs 35400-112400)	<p>(i) Officials holding analogous post on regular basis in Central Government or State Governments or Supreme Court or High Courts or District Courts; or</p> <p>(ii) Officers holding the posts in the grade Pay Rs 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 or District Courts.</p> <p><u>Essential Qualification :-</u></p> <p>(i) Degree from a recognized University or equivalent.</p> <p>(ii) Degree or equivalent Diploma in Library Science from a recognized University or Institute.</p> <p>(iii) Two years experience in responsible capacity in a Library of standing.</p> <p><u>Desirable</u></p> <p>(i) Master's Degree in Library Science from a recognized University or equivalent or degree in Law.</p> <p>(ii) Experience of documentation work in a responsible capacity.</p> <p>(iii) Knowledge of computer operation.</p>
6.	Stenographer Grade - II (General Central Service Group 'C' Non-Gazetted Ministerial)	03	Pay Matrix Level-4 of 7 th CPC (Rs 25500-81100)	<p>Officials working under Central Government or State Governments or Tribunal 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 Matrix Level-2 with eight years regular service in the grade.</p> <p><u>Essential</u></p> <p>(a) 12th class pass or equivalent qualification from a recognised institution or board or equivalent; and</p> <p>(b) Skill Test Norms : On computer</p> <p>(c) Dictation : 10 minutes @80 words per minute.</p> <p>(d) Transcription : 50 minutes (English) : 65 minutes (Hindi).</p> <p>(e) Computer training course of at least six months duration.</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 Castes or the Scheduled Tribes, if at any stage of selection of 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>

Ser No	Name of Post in Pay Band	No of Post	Pay Scale	Eligibility Conditions
7.	Upper Division Clerk (General Central Services Group 'C' Non Gazetted, Ministerial)	01	Pay Matrix Level-4 of 7 th CPC (Rs 25500-81100)	Officials working under Central Government or State Governments or Tribunals or Commissions or Statutory/Autonomous bodies ; (i) holding analogous post on regular basis in parent cadre or department or (ii) holding the post in the Pay Matrix Level-2 (Rs 19900-63200) with eight years regular service in the grade.
6.	Lower Division Clerk (General Central Services Group 'C' Non Gazetted, Ministerial)	01	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. or (b) (i) Possession of 12 th Class Pass or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 words per minute in English on computer and knowledge of Computer operation. Desirable: Graduate from a recognized University.
7.	Data Entry Operator (General Central Services Group 'C' Non Gazetted, Non Ministerial)	03	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. (b) holding post(s) in the Pay Band-1, Rs 5200-20200 + Grade Pay of Rs 1900 (6 th CPC), with two years regular service in the grade. <u>Essential</u> (a) 12 th Class pass or equivalent qualification from a recognized Institution or Board or equivalent or (b) Diploma or Certificate in Information Technology or Computer field; and (c) Knowledge of data entry or computer operation (should possess speed of not less than 8000 Key Depressions per hour for data entry work). Desirable: Graduate from a recognized University.

2. The pay of the officer selected on deputation basis will be governed by DoPT O.M. No 6/8/2009-Estt(Pay) 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 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 proforma (Annexure-I) from eligible official, who can be spared for deputation in the event of his/her selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench Chennai, 1A, Old MH Complex, Rudhra Road, St.Thomas Mount Chennai-600016 by the Department latest by **31 July, 2023** alongwith photo copies of the Annual Confidential Reports for the last five years of the candidate and Vigilance Clearance Certificate.
6. 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 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 have applied for the post will not be allowed to withdraw the candidature subsequently.

(NC Sivakumar)

Registrar (I/C)

Enclosure : Annexure-1**Distribution :-**

1. The Registrar General, High Court Madras, Chennai-600 104.
2. The Registrar, Central Administrative Tribunal, High Court Madras, Chennai-600 104.
3. The Registrar, Debts Recovery Appellate Tribunal, (Southern Region), 7th Floor, Additional Office Building, ShastriBhawan, Chennai-600 006.
4. The Registrar, Debts Recovery Tribunal-I, Spencer Towers, 770-A, Anna Salai, Chennai-02.
5. The Registrar, Debts Recovery Tribunal-II, Spencer Towers, 770-A, Anna Salai, Chennai-02.
6. The Registrar, Debts Recovery Tribunal-III, Spencer Towers, 770-A, Anna Salai, Chennai-600 002.
7. Customs, Excise & Service Tax Appellate Tribunal, 1st Floor, ShastriBhavanAnnexe, 26, Haddows Road, Chennai-600 006.
8. Income Tax Appellate Tribunal, A3, II Floor, RajajiBhavan, Besant Nagar, Chennai-600 090.
9. National Company Law Tribunal, Corporate Bhavan 2nd Floor, Beach Road, Mannadi, George Town, Chennai-600 001.
10. National Green Tribunal Southern Zone, KalasMahal, KamarajarSalai, PWD Estate, Chepauk, Triplicane, Chennai-600 005.
11. Railway Claims Tribunal, Fresh Ford, 50, M.C. Nichols Road, Chetpet, Chennai-600 005.
12. Income Tax Department ,Aayakar Bhawan, 121, MG Road, Nungambakkam, Chennai-34.
13. Accountant General (A&E), 361, Anna Salai, Teynampet, Chennai-18
14. AG's Office (Audit) Complex, Chennai, TamilNadu, 361, Anna Salai, Rostrevor Garden, Teynampet, Chennai-18.
15. CDA, 618, Anna Salai, Teynampet, Chennai-600 018.

BIO-DATA/CURRICULUM VITAE PROFORMA**Annexure-I**Affix latest passport
size photograph

Post for Applied :	
1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry to 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.
<u>Essential</u>	<u>Essential</u>
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
<u>Desirable</u>	<u>Desirable</u>
(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 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. 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 integrity 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 care/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 Pay Band	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 Vacant 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)

