

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

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CIRCULAR

1. Applications are invited only from retired Government servant from the Central Government, State Government, Supreme Court, High Courts, Districts Courts or Statutory /Autonomous Bodies, the eligible candidates, who fulfill the eligibility criteria mentioned below, for engagement as '**Consultant**' against the below mentioned posts in the Armed Forces Tribunal, Regional Bench, Kolkata for a period of six months or till the said posts are filled up by regular mode of appointment/ recruitment at a fixed monthly remuneration given against each posts :

Ser No.	Name of the Post	No of Post	Monthly consolidated remuneration (Rs)	Eligibility conditions
1.	Principal Private Secretary	02 (Two)	Rs. 80,000/-	<p>Stenographers in Central Government or State Government or Supreme Court 'or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits.</p> <p>(i) Who have been holding analogous post on regular basis in parent cadre or department in Pay level -11. or (ii) had with six years regular services in the parent cadre or department in posts in Level – 8 of the Pay Matrix or (iii) With seven years in regular service in the parent cadre or department in posts in Level – 7 of the Pay Matrix.</p> <p>(iv) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer managing of appointments/ engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such manner as he/she may direct.</p> <p>(v) Must have very good knowledge of working on computer (MS Office software) and internet.</p> <p>(vi) The Consultant may be attached with the officers of any level and he/she will have to work independently without any assistance.</p> <p>(vii) Armed Forces Tribunal Regional Bench, Kolkata will shortlist the applications based on details furnished in the applications forms. This Bench reserves the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of consultants shall be final and binding upon the applicants.</p>

Ser No.	Name of the Post	No of Post	Monthly consolidated remuneration (Rs)	Eligibility conditions
1.	Private Secretary	01 (One)	Rs. 55,000/-	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensioner benefits.</p> <p>(i) Who have been holding analogous post on regular basis in parent cadre or department in Pay level -7.</p> <p>or</p> <p>(ii) a post in Level 6 of the Pay Matrix with five years regular services in the grader.</p> <p>(iii) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer managing of appointments/ engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such manner as he/she may direct.</p> <p>(iv) Must have very good knowledge of working on computer (MS Office software) and internet.</p> <p>(v) The Consultant may be attached with the officers of any level and he/she will have to work independently without any assistance.</p> <p>(vii) Armed Forces Tribunal Regional Bench, Kolkata will shortlist the applications based on details furnished in the applications forms. This Bench reserves the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of consultants shall be final and binding upon the applications.</p>

2. Consultant should be well acquainted with the functioning of Central Government or its departments and various rules/regulations issued by Central Government from time to time.

3. Apart from monthly consolidated remuneration as mentioned above, subject to TDS. **Consultant shall not be entitled** for any kind of allowances such as Dearness Allowances, Conveyance Allowance, House Rent Allowance or any other facilities like Residential Accommodation, Personal Staff, Transport, CGHS and Medical Reimbursement, etc.

4. Consultants to be engaged on full time basis shall not be permitted to take up any other assignment during period of their consultancy in the Armed Forces Tribunal, Regional Bench, Kolkata.

5. Consultant shall be eligible for -01 day's leave for each completed month of his/her term as consultant on **pro rata** basis. The unavailed leave will not be carried over to the next term.

6. The engagement of consultants is purely contractual in nature initially for a period of six months or till the Post is filled up through Regular Basis, whichever is earlier, which may be extended, subject to approval of the competent authority.

7. The engagement of consultants can be terminated at any time without assigning any reasons whatsoever. However, if the consultant is not willing to work for any reason whatsoever, he/she will have to give a minimum one month's notice to the office. The decision of the HoD Regional Bench, Kolkata shall be the final in all respects.
8. Consultants shall follow the normal working hours as prescribed from 9.30 AM to 5.30 PM. However, as per exigencies, they may be required to sit late to complete the time bound work.
9. The maximum age limit of consultant shall not exceed 65 years as on the closing date of receipt of applications.
10. **The application in the prescribed Pro forma (Annexure-1) of the eligible candidates, who meet the criteria may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, Kolkata, O-6 Clyde Row, Hastings, Kolkata – 700 022 by 23rd Dec 2022 (Friday) alongwith copies of PPO and other testimonials/certificates in support of their candidature.**
11. The applications received without supporting documents, photographs, unsigned and incomplete in any manner, or if information furnished is found false or if applicant has suppressed any material information, the application of such candidate shall be rejected summarily.
12. Number of vacancies reflected above may vary.
13. No TA/DA shall be payable to candidates for appearing in the interview/Screening Test.


(RK Mishra)
Registrar I/C

Distribution:-

1. The Principal Registrar, AFT, Principal Bench, West Block VIII, RK Puram, New Delhi – 66
 2. The Registrar, AFT, Regional Bench, Chandigarh, Chandimandir – 134107
 3. The Registrar General, High Court of Calcutta
 4. Head Quarters, Eastern Command, Adm Branch Fort William, Kolkata – 21
 5. Head Quarters, Bengal Sub Area, Adm Branch Kolkata – 22
 6. PCDA, Patna
 7. CDA, Salt Lake, Kolkata – 91
 8. Office file
 9. Guard file
- for information of the Hon'ble Member (A) & HoD please.

Annexure - I

Latest photograph
duly self attested.

APPLICATION FORMAT FOR CONSULTANT

1.	Name in full (BLOCK LETTER)	
2.	Father's Name	
3.	Address for correspondence with pin code	
4.	Mobile No. & email id	
5.	Date of Birth (Age as on closing date of receipt of application).	
6.	Date of Superannuation from Govt Service	
7.	Designation and post at the time of retirement	
8.	Name & address of last office from where retired	
9.	Basic pension drawn (PPO Copies to be attached)	
10.	Last pay drawn at the time of retirement	
11.	Pay Level as per pay matrix of 7 th CPC at the time of retirement	
12.	Educational Qualification	
13.	Brief particulars of work experience in Govt Service for the last 10 years	

(Attach a separate sheet) as per following format.

MINISTRY/DEPARTMENT/ORGANISATION	POST HELD	PERIOD	NATURE OF WORK

14.	Details of present employment (Wherever applicable)	
15.	Additional relevant information if any in support of your suitability for the said engagement (attach a separate sheet, if necessary)	

I, _____ son/daughter of _____ hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions of engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if any of the information given is found to be false or found false guilty of any type of misconduct.

Place :

Signature of candidate

Date :

Name _____