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Armed Forces Tribunal

Regional Bench,

Bristow House, K.J.Herschell Road,

Kochi - 682 001

Date: 05-08-2025

No.AFT/RBK/E-1/2024

**CIRCULAR**

Applications are invited from eligible candidates, who fulfill the following eligibility conditions for appointment of suitable candidates to the following posts in the Armed Forces Tribunal, Regional Bench, Kochi on deputation basis for a period of three years :-

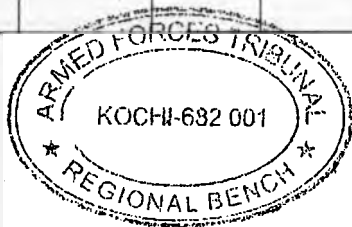
Sl. No	Name of post	Vacancies	Scale of Pay	Eligibility Conditions:
1	Deputy Registrar	01 (One)	Level-11 of Pay Matrix Rs 67,700/- - 2,08,700/-	<p>Officers of the Central/ State Governments / High Courts/ District Courts or Statutory Autonomous bodies having pensionary benefits.</p> <p>(a) (i) holding analogous post on regular basis in parent cadre or Department; or</p> <p>(ii) with five years regular service in the parent cadre or Department in post in Level 10 of the Pay Matrix; or</p> <p>(iii) with six years regular service in the parent cadre or Department in post in Level 8 of the Pay Matrix; or</p> <p>(iv) with seven years regular service in the parent cadre or Department in post in Level 7 of the Pay Matrix; and</p> <p>(b) having five years of experience in personnel and Administrative or Judicial Work.</p> <p><b>Desirable :</b> Possessing a Degree in Law from a recognized University or equivalent.</p> <p><b>Note 1.</b> 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.</p> <p><b>Note 2.</b> 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 Organization or Department of the Central Government shall not ordinarily exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.</p>
2	Principal Private Secretary	02 (Two)	Level-11 of Pay Matrix Rs 67,700/- - 2,08,700/-	<p><b><u>Deputation(Including Short term Contract)/Absorption.</u></b></p> <p>Stenographers in the Central Government or State Government or Supreme Court or High Court or District Courts or Statutory / Autonomous bodies having pensionary benefits :</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years regular service in the parent cadre or department in posts in Level 8 (47600-151100) of the pay matrix; or</p> <p>(iii) with seven years regular service in the parent cadre or department in posts in Level 7(44900-142400)of the pay matrix,</p> <p>(b) <b>Desirable :</b> Knowledge in Computer Operations,</p> <p><b>Note :</b> The period of deputation including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding the appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p>



3	Junior Accounts Officer	01 (One)	Level 6 in Pay Matrix - Rs 35400-Rs 112400	<p><b>Deputation.</b> Officials working under 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 in the pay matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and</p> <p>(b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or an equivalent course from a recognised Institute and having two years experience of cash accounts and budget work.</p> <p><b>Note 1:</b> 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.</p> <p><b>Note 2 :</b> The period of deputation including the 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 ordinarily not exceed 3 years.</p> <p><b>Note 3:</b> The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.</p>
4	Steno-grapher Grade-II	01 (One)	Level 4 in Pay Matrix (Rs 25500-Rs 81100)	<p><b>Deputation/Absorption.</b> Officials holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts and possessing the following qualifications:</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  <u>Dictation</u> – 10 minutes for 80 words per minute.  <u>Transcription</u> – 50 minutes (English)</p> <p>(iii) Computer Training course of atleast six months duration.</p> <p><b>Note:</b> 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.</p>



5	Lower Division Clerk	02 (Two)	Level 2 in Pay Matrix Rs. 19900-63200/-	<p><b>Deputation/Absorption.</b> Officials holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts and possessing the following qualifications :</p> <p><b>Essential :-</b></p> <ul style="list-style-type: none"> <li>(i) 12<sup>th</sup> Class pass or equivalent qualification from a recognised Board or University;</li> <li>(ii) A typing speed of 35 words per minute in English on Computer (35 words per minute correspond to 10500 Key Depression Per Hour on an average of 05 key depressions for each word) Time allowed-10 minutes;</li> <li>(iii) Computer Training course of at least six months duration.</li> </ul> <p><b>Desirable :</b> Graduate from a recognized University.</p> <p><b>Note:</b> 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.</p>
6	Data Entry Operator	02 (Two)	Level 2 in Pay Matrix Rs. 19900-63200/-	<p><b>Deputation/Absorption.</b> Officials working in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts:</p> <ul style="list-style-type: none"> <li>(i) holding analogous post on regular basis; or</li> <li>(ii) holding post(s) in the Pay Matrix Level 2, with two years regular service in the grade and possessing the following qualifications:</li> </ul> <p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>(a) 12<sup>th</sup> Standard pass or equivalent qualification from a recognised Institution or Board or equivalent; and</li> <li>(b) Diploma or Certificate in IT/Computer field; and</li> <li>(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).</li> </ul> <p><b>Desirable :</b> Graduate from a recognised university.</p> <p><b>Note :</b> 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 by the Competent Authority.</p>



7	Staff Car Driver	Two (02)	Level 2 in Pay Matrix Rs. 19900-63200/-	<p><b><u>Deputation/Absorption.</u></b></p> <p>a) Persons holding analogous posts as Staff Car Driver in Ministries of Departments of Central Govt. or State Govt. or Tribunals or Commissions or Statutory Bodies or Courts on regular basis; or</p> <p>b) Regular Despatch Riders (in Group-C Pay Level-II) possessing a valid Driving Licence for Motor Cars; or</p> <p>c) Regular Group C employees in the Pay Level 1 with three years' experience in the Central Government or State Government or Tribunals or Commissions or statutory bodies or courts located where the concerned Bench of the Tribunal is functioning.</p> <p>Persons must possess the qualifications prescribed as under:-</p> <p><b>Essential:-</b></p> <p>(i) 10<sup>th</sup> Standard pass from a recognised Board;</p> <p>(ii) Experience of driving a motor car for at least three years.</p> <p>iii) Possessing a valid Driving License for motor cars.</p> <p>iv) Knowledge of motor mechanism (should be able to remove minor-defects in vehicles).</p> <p><b>Desirable:</b> Three years service as Home Guards or Civil Volunteers.</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 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>
8	Multi Tasking Staff	01 (One)	7 <sup>th</sup> Pay Matrix Level-1 (Rs 18000-56900)	<p><b><u>Deputation/Absorption.</u></b></p> <p>Persons holding analogous posts in Central Government or State Governments or or Tribunals or Commissions or Statutory Bodies or Courts possessing the qualifications as under:</p> <p>i) 10<sup>th</sup> Standard Pass or equivalent of any recognized Board; and</p> <p><b>Desirable :</b> Training in Basic and Refresher Courses in Home Guards and Civil Defence.</p> <p><b>Note :</b> The period of deputation including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding the appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p>

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.

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



The application in the prescribed pro-forma (Annexure-I) of the eligible candidate, who can be spared in the event of his/her selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, Bristow House, K.J.Herschell Road, Kochi-682001 by the Department latest by **22<sup>nd</sup> September, 2025** along with photo copies of the Annual Performance Assessment Reports for the last five years of the candidates and Vigilance Clearance Certificate.

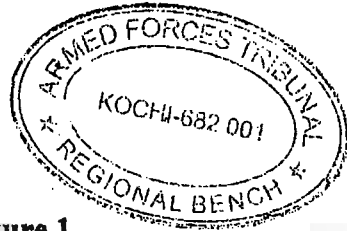
The applications received without supporting documents, photograph, unsigned and incomplete in any manner, shall be summarily rejected.

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).

Number of vacancies reflected above may vary.

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Any attempt to canvas will be considered as a disqualification.



(By Order)

(K.R.Jayaprakash Narayanan)  
Registrar (Consultant)


**Enclosure – Annexure 1.**

**Distribution :-**

- (1) The Principal Registrar, Armed Forces Tribunal, New Delhi – With a request to upload the Circular in the AFT website at the earliest.
- (2) Registrar General, High Court of Kerala, Ernakulam.
- (3) The Registrar (Subordinate Judiciary), High Court of Kerala, Ernakulam.
- (4) All Government Offices within the jurisdiction of AFT, Regional Bench, Kochi.
- (5) Notice Board.
- (6) Office copy.

To be affixed  
photograph of  
applicant

**PROFORMA APPLICATION**

Post applied for	
Choice Station	<b>KOCHI</b>
1, Name and Address (In Block letters)	
2, (i) Date of Birth (In Christian Era)	
(ii) Mobile No.	
(iii) E-mail Id	
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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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 Circular and issue of Advertisement in the Employment News.</p> <p>5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1. <b>Note.</b> Lending 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.</p>	
	



**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 ie. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state.			
a) 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 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 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 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 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)  
Date



**Certification by the Employer / Cadre Controlling Authority**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the 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 five 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**

\_\_\_\_\_  
**(Cadre Controlling Authority with seal)**

