

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, REGIONAL BENCH, JAIPUR
Near Sapta Shakti Gate, Sawai Jai Singh Highway,
Bani Park, Jaipur-302016

AFT/RB/JP/Estt/54(14)/ 338

Dated 03 May 2023

VACANCY CIRCULAR

Applications are invited for filling up the posts of Deputy Registrar, Private Secretary, Junior Accounts Officer, Tribunal Master/Steno Grade - I, Assistant, Junior Accountant, Upper Division Clerk, Stenographer Grade - II and Data Entry Operator in the Armed Forces Tribunal, Regional Bench, Jaipur **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.	Deputy Registrar (General Central Services Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level - 11 (Rs 67700-208700)	<p>Officers of 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 five years regular service in the parent cadre or Department in posts 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 posts 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>Desirable : Possessing a degree in law from a recognized University.</p> <p>Note 1 : 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>Note 2 : The period of deputation including 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 Govt shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.</p>

1	2	3	4	5
2.	Private Secretary General Central Service Group 'B' Gazetted Ministerial	01	Pay Matrix Level – 7 (Rs 44900-142400)	<p>Stenographer in Central Govt or State Govt or Supreme Court or High Court or Subordinate Courts, or Statutory / Autonomous bodies having pensionary benefits; holding</p> <p>(i) Analogous post on regular basis in parent cadre or department or</p> <p>(ii) A post in the Level – 6 of the Pay Matrix (35400-112400) with five years regular service in the grade.</p>
3.	Junior Accounts Officer (General Central Services Group 'B' Non-Gazetted, Non-Ministerial)	01	Pay Matrix Level- 6 (Rs 35400-112400)	<p>Officers 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 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>Note 2: 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>Note 3 : 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> <p>Note 4 : The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application</p>

1	2	3	4	5
4.	Tribunal Master/ Stenographer Grade - I (General Central Services Group 'B' Non Gazetted Ministerial)	01	Pay Matrix Level- 6 (Rs 35400-112400)	<p>Stenographers of the 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) The Analogous posts on regular basis in present cadre or department; or</p> <p>(ii) Post in the Level-4 of the pay matrix (Rs. 25500 – 81100) 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 exceed ordinarily exceed three years. The Maximum age limit for recruitment by Deputation shall not exceed 56 years as on the closing date of receipt of application.</p>
5.	Assistant General Central Service, Group 'B' Non-Gazetted Ministerial	02	Pay Matrix Level- 6 (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 recognised 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. The maximum age limit for deputation shall not be exceeding the age of 56 years on the last date of receipt of application.</p>
6.	Junior Accountant	01	Pay Matrix Level – 5 (Rs 29200-92300)	<p>(i) Junior Accountants experienced in the departmentalized Accounting system under Controller General of Accounts, Post and Telegraph Accounts, Defence and Railways Accounts or High Courts or District courts.</p> <p>(ii) holding analogous posts on regular basis; or (iii) with five years regular service in posts in the level-4 in the pay matrix (Rs 25500-81100)</p>

7.	Upper Division Clerk (General Central Services Group 'C' Non-Gazetted Non- Ministerial)	01	Pay Matrix Level – 4 (Rs 25500- 81100)	Officials working under Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts 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 with eight years regular service in grade.
8.	Stenographer grade- II	03	Pay Matrix Level – 4 (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 recognized 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.	Data Entry Operator	03	Pay Matrix Level – 2 (Rs. 19900-63200)	<p>Officials from the Central Govt or state Govt 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 (Pay Matrix Level – 2), with two years regular service in the grade and possessing the qualifications prescribed for direct recruitment in column (e).</p> <p>Essential :</p> <p>(a) 12th class pass or equivalent qualification from a recognized institution or board or equivalent and</p> <p>(b) Diploma or Certificate in Information Technology or Computer field and</p> <p>(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).</p> <p>Desirable : Graduate from a recognized university. Diploma or Certificate in Information Technology or Computer field' and</p> <p>(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).</p> <p>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.</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 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>
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2. The pay of the officer selected on deputation basis will be governed by Do P&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010.

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 appointments 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) of the eligible officer, who can be spared in the event of his/her selection may be forwarded through proper channel to The Registrar, Armed Forces Tribunal, Regional Bench, Near Sapta Shakti Gate, Sawai Jai Singh Highway, Banipark, Jaipur-302016 by the Department latest by **30 Jun, 2023** along with photo copies of the Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.
6. The 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 yet enlisted in the Directorate of Estate for allotment of GPRA (General Pool Residential Accommodation). But, entitled for HRA, Deputation Allowance, etc as per current rules.
8. Number of vacancies reflected above may vary.
9. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encls : As above


(Dr Chetna)
Registrar

Distribution:

1. The Registrar General, Rajasthan High Court, Jodhpur, Rajasthan
2. Director Public Relation, Govt of Rajasthan, Secretariat, 'C' Scheme Jaipur – 302 005
3. Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg New Delhi – 110 001
4. OIC, Army Placement Node, Jaipur
5. Armed Forces Tribunal, RB, Jaipur, Website-In-Charge for uploading on the website
6. PPS to Hon'ble Judicial & Hon'ble Administrative Member
7. Office copy.

ANNEXURE – I

BIO-DATA/CURRICULUM VITAE PROFORMA

	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	-	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 along with 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 : (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 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.

(Signature of the candidate)

Address :

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Date :

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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) Hi/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)