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Armed Forces Tribunal
Regional Bench, Bristow House,
K.J.Herschell Road,
Kochi - 682 001

Date: 17-11-2021

No. AFT/RBK/E-1/2011

CIRCULAR

Applications are invited, 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**, from eligible candidates, who fulfill the following conditions :-

Sl. No	Name of post	Vacancies	Scale of Pay	Eligibility Conditions:
1	Principal Private Secretary	02 (Two)	Level-11 Rs. 67,700/- - 2,08,700/-	Stenographers in the Central Government or State Government or Supreme Court or High Court or District Courts or Statutory / Autonomous bodies having pensionary benefits : (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years regular service in the parent cadre or department in posts in Level 8 (47600-151100) of the pay matrix; or (iii) with seven years regular service in the parent cadre or department in posts in Level 7 (44900-142400) of the pay matrix. (b) Desirable : Knowledge in Computer Operations. Note : 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.
2	Private Secretary	01 (One)	Level 7 of Pay Matrix- 44900- 142400	Stenographer in Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/ Autonomous bodies having pensionary benefits, holding (i) analogous posts on regular basis in parent cadre or department; or (ii) a post in the Level 6 (35400-112400) of the pay matrix with 5 years regular service in the grade. Note : 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.
3	Tribunal Master	01 (One)	Level 6 in Pay Matrix -35400- 112400	(a) 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 : (i) the analogous posts on regular basis in parent cadre or department; or (ii) post in the Level 4 (25500-81100) of the pay matrix with 10 years regular service in the grade. Note : 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.



Sl. No	Name of post	Vacancies	Scale of Pay	Eligibility Conditions:-
4	Library & Information Assistant	01 (One)	Level 6 in Pay Matrix -35400-112400	<p>Officers working under the Central Government/State Government/Union Territories/ PSUs/ Autonomous Organizations :</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) with six years of regular service in the post in the Pay Band 1 of Rs 5200-20200 Grade Pay Rs 2800 or Equivalent. (b) Possessing the Educational qualifications and experience as under :-</p> <p><u>Essential</u></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognised University/ Institute ; (ii) Two years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory Organization/PSU, University or Recognized Research or Educational Institution.</p> <p><u>Desirable: Diploma in Computer Application</u> from recognized University or Institute.</p> <p>The Departmental Library Clerks in Pay Band-1 Rs 5200-20200 Grade Pay Rs 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute shall also be considered alongwith outsiders. In case he/she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by deputation (including Short Term Contract).</p> <p>Note 1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>Note 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Note 3 : 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>



Sl. No	Name of post	Vacancies	Scale of Pay	Eligibility Conditions:
5	Junior Accounts Officer	01 (One)	Level 6 in Pay Matrix -35400-112400	Officers under the Central Government (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years service in the Level-5 (Rs 29200-92300) in the pay matrix rendered after appointment thereto on regular basis, and (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. Note : 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.
6	UD Clerk	03 (Three)	Pay Matrix Level 4 (25500-81100)	Officers from the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts : (i) holding analogous posts on regular basis; or (ii) holding the post in the Pay Matrix Level-2 (19900-63200) with eight years regular service. Note : 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.

The pay of the officer selected on deputation basis will be governed by DoP&T OM. No. 6/8/2009 2009 Estt(Pay-II) dated 17.06.2010, as amended from time to time.

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.

The maximum age limit for recruitment by deputation or absorption 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 officer, 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 31st January 2022 along with photostat copies of the Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.

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

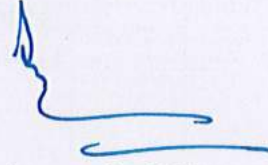
It may please be noted that this Office is not yet enlisted in the Directorate of Estate for allotment of GPRA (General Pool Residential Accommodation).



Number of vacancies reflected above may vary.

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

(By Order)



(K.R. Jayaprakash Narayanan)
Registrar

Enclosure – Annexure 1.

Distribution :-

- (1) The Principal Registrar, Armed Forces Tribunal, New Delhi (with request to publish the same in the website of the AFT)
- (2) The Notice Board, AFT, Kochi.
- (3) Registrar General, High Court of Kerala, Ernakulam.
- (4) The Registrar (Subordinate Judiciary), High Court of Kerala, Ernakulam.
- (5) All Government Offices within the jurisdiction AFT.
- (6) Notice Board.
- (7) Office copy.



PROFORMA

Post applied for	
Choice Station	KOCHI
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
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 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. 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.	



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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation

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 Underlaking 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 prerevised 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 Organisation which is not following the Central Government Pay scale , the latest salary slip issued by the organisation 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

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.

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(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)