

**ARMED FORCES TRIBUNAL  
REGIONAL BENCH, KOLKATA  
O-6, CLYDE ROW, HASTINGS,  
KOLKATA-700 022**

**EMPLOYMENT NOTICE**

Armed Forces Tribunal, Regional Bench, Kolkata invites applications from the eligible candidates for appointment on deputation basis / re-employment on contract basis for a period of one year or till the posts are filled up on the basis of long term appointment to the following posts : -

1. Data Entry Operators : TWO (02)
2. Lower Division Clerk-cum- : ONE (01)  
Hindi Typist with Typing Speed  
of 35 W.P.M. in English, **OR**,  
30 W.P.M. in Hindi.

Details regarding eligibility criteria & format for application, etc., are given in the Tribunal's website : [www.aftkolkata.nic.in](http://www.aftkolkata.nic.in)

Applications complete in all respect must reach the undersigned at the address mentioned above by Registered Post with A/D or Speed Post or by hand by **31<sup>st</sup> July, 2014** positively.

( BHIM CHARAN MAITI )  
REGISTRAR

**ARMED FORCES TRIBUNAL  
REGIONAL BENCH, KOLKATA  
O-6, CLYDE ROW, HASTINGS, KOLKATA (WB) – 700 022**

File No.: 2(2)/AFT/KB/SELEC/2009/VOL.V

Dated : 01-07-2014

**CIRCULAR**

Applications are invited for filling up of the following posts in the Armed Forces Tribunal, Regional Bench, Kolkata on ad-hoc deputation basis and/or re-employment on contract basis for a period of one year or till the vacancies are filled up on the basis of long term appointment, whichever is earlier, from suitable candidates who fulfil the eligibility conditions as shown below :-

| Sl. No. | Name of Post                          | No. of Posts   | Pay Scale   | Eligibility  |
|---------|---------------------------------------|----------------|---|--|
| 01.     | Lower Division Clerk-cum-Hindi Typist | 01 (ONE) Post  | Pay Band-I<br>Rs. 5200-20,200<br>+ Grade Pay of<br>Rs. 1900/- | Deputation including short term contract, -<br>(i) Amongst persons holding analogous posts in Central or State Government or High Courts or District Courts.<br>(ii) Officers possessing the following educational qualifications :-<br><b>Essential :-</b><br>(a) 12 <sup>th</sup> Class Pass or equivalent qualification from a recognized Board or University.<br>(b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi.<br>(c) Knowledge in Computer operation corresponding to 10500 key depressions per hour / 9000 key depressions per hour on an average of 05 key depressions for each word.<br>(d) Computer Training Course of at least six months duration.<br><b>Desirable : Graduate from a recognised University.</b> |
| 02.     | Data Entry Operators                  | 02 (TWO) Posts | Pay Band-I<br>Rs. 5200-20,200<br>+ Grade Pay of<br>Rs. 1900/- | Deputation including short term contract, amongst persons holding analogous posts in Central or State Government or High Courts or District Courts.<br><b>Essential Qualifications :-</b><br>(i) 12 <sup>th</sup> Class Pass or equivalent qualification from a recognized Institution or Board or equivalent and,<br>(ii) Diploma / Certificate in IT / Computer field and,<br>(iii) Knowledge of Data Entry / Computer operation. (Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work).<br><b>DESIRABLE: Graduate from a recognised University.</b>   |

The pay of the staff selected will be governed in accordance with DoP&T O.M. No. 3(19)/2009-Estt. (Pay-II) dt. 05.04.2010, as amended from time to time.

The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.

The maximum age limit for the re-employment on contract basis is 64 years. The gross pension will be deducted from the pay fixed.

Applications received after the last date will not be entertained.

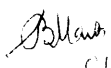
Applications for ad-hoc deputation will have to be routed through their parent Departments.

Applications for one year contractual basis from Ex-servicemen, retired Central Govt. and State Govt., Staffs, High Courts / District Courts staffs only will be accepted.

The applications in the prescribed Proforma (Annexure I) from eligible staffs who can be spared in the event of their selection may be forwarded to the undersigned latest by **31<sup>st</sup> July, 2014** along with ACR Dossiers of the candidate concerned or photo copies of the annual confidential reports for the last five years.

The applicant (s) for re-employment on contract basis may send their applications directly in prescribed Proforma (Annexure-I) to the undersigned by the aforesaid date along with the entire relevant document.

The Competent Authority is empowered to relax any of the eligibility conditions.

  
07.07.14  
(BHIM CHARAN MAITI)  
REGISTRAR  
Armed Forces Tribunal,  
Regional Bench, Kolkata

**CURRICULUM VITAE PRO FORMA**

|                                |
|--------------------------------|
| SELF<br>ATTESTED<br>PHOTOGRAPH |
|--------------------------------|

1. Name and Address (in Block letters) :
2. Date of Birth (in Christian era) :
3. 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 | Qualifications / Experience Possessed by the Officer |
|-----------|--------------------------------------|--|
| Essential | (1)<br>(2)<br>(3)                    |  |
| Desired   | (1)<br>(2)                           |  |

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
7. Details of Employment, in chronological order. :  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office /Post held Institution | From | To | Scale of pay and basic of pay | Nature of duties (in detail) |
|-------------------------------|------|----|-------------------------------|------------------------------|
|                               |      |    |                               |                              |

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 :  
you belong
10. 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
11. Please state whether you are working in the same :  
Department and are in the feeder grade or feeder  
to feeder grade
12. 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
13. Total emoluments per month now drawn :
14. Additional information, if any, which you :  
would like to mention 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).
- (NOTE – Enclose a separate sheet, if the space is  
insufficient).

- 15. Please state whether you are applying for deputation :  
(ISTC) / Absorption / Re-employment Basis.  
(Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
  
- 16. Whether belongs to SC/ST :
  
- 17. Remarks :  
(The candidates may indicate information with regard to (i) Research publications and reports and special projects (II) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information.

(NOTE – Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date .....  
Signature of the candidate  
Address .....  
.....

Countersigned  
.....  
.....

(Employer with Seal)