

**ARMED FORCES TRIBUNAL,
REGIONAL BENCH
KOLKATA,
0-6, Clyde Row, Hastings, Kolkata-700 022.**

No. 2(2)/AFT/KB/SELEC/2009

Dated: 18-08-2012

CIRCULAR

Applications are invited for filling up 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 from suitable candidates who will fulfil the eligibility conditions as shown below:-

Sl. No.	Name of the post	No. of posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Tribunal Master (Stenographer Grade 'C')	01	(Pay Band-2) Rs.9300-34800 + GP-Rs.4200	<p>A. Official of the Central Government/State Government/Supreme Court of India/High Court/District Court :-</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) Holding the post of Personal Assistant/Stenographer in the scale of pay PB-I with Grade Pay of Rs.2800/-, having six years regular service in that grade; or</p> <p>(iii) Holding the post of Personal Assistant/Stenographer in the scale of pay PB-I with Grade Pay of Rs.2400/-, having ten years regular service in that grade ; and</p> <p>B. Possessing following educational qualification and experience :-</p> <p>(i) Graduation or equivalent from a recognized University/institution; and</p> <p>(ii) Speed of 100 words per minute in Shorthand(English).</p> <p>(iii) Knowledge of computer operation.</p> <p>Desirable : A speed of 120 words per minute in shorthand (English).</p>
2.	Stenographer Grade 'D'	01	(Pay Band-1) Rs.5200-20200 + GP-Rs.2400	<p>A. Official of the Central Government/ State Government/ Supreme Court of India/ High Court/ District Court :-</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) Holding the post of Personal Assistant/Stenographer in the scale of pay PB-I with Grade Pay of Rs.1900/-, having eight years regular service in that grade; and</p> <p>B. Possessing following educational qualification and experience :-</p> <p>(i) Matriculation or equivalent from a recognized Board or University ; and</p> <p>(ii) Speed of 100 words per minute in Shorthand(English).</p> <p>(iii) Knowledge of computer operation.</p> <p>Desirable : A speed of 120 words per minute in Shorthand (English).</p>

Sl. No.	Name of the post	No. of posts	Pay Scale (Rs.)	Eligibility Conditions
3.	Data Entry Operator	02	(Pay Band-I) Rs.5200-20200 + GP-Rs.1900	<p>Deputation including short-term contract, amongst persons holding analogous posts in Central Government/ State Government/ Supreme Court of India/ High Court/ District Court on regular basis and having the following essential qualifications :</p> <p>(a) 12th std. passed from a recognized institution or Board or equivalent; and</p> <p>(b) Diploma/ Certificate in IT/ Computer field ; and</p> <p>(c) Knowledge of Data Entry/ computer operation.</p>
4.	Hindi Translator	01	(Pay Band -2) Rs.9300–34800 + GP-Rs. 4200	<p>(a) Person holding analogous post on regular basis in Central Government/ State Government/ Supreme Court of India/ High Court/ District Court; or</p> <p>(b) Persons holding the post in the scale of pay of Rs.5200–20200/- with Grade Pay of Rs. 2400/- with five years regular service in the Grade in the Central Government/ State Government/ Supreme Court of India/ High Court/ District Court; and</p> <p>(c) Possessing the following educational qualifications and experience as under:-</p> <p>(i) Master's degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as medium of examination at degree level; or</p> <p>(ii) Master's degree of a recognized University in any subject other than Hindi or English medium and English or Hindi as a compulsory or elective subject or as medium of examination at degree level; or</p> <p>(iii) Master's degree of a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at degree level; and</p> <p>(iv) Diploma or Certificate course in translation in Hindi to English and vice-versa from recognized Institution or two years experience of translation work from Hindi to English and vice-versa in Central Government or State Government including Government of India Undertakings.</p>

The pay of the officer selected will be governed in accordance with 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 appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

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

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed five years.

Applications received after the last date will not be entertained.

Applications for *Ad hoc* deputation will have to be routed through their parent Departments.

Application for one year contractual basis from Ex-servicemen, retired Central Govt. and State Govt. staff only will be accepted.

The applications in the prescribed Pro forma (Annexure I) from eligible officers who can be spared in the event of their selection may be forwarded to the undersigned latest by 05-10-2012 along with ACR Dossiers of the candidate concerned or photo copies of the annual confidential reports for the last five years.

The applicant(s) on re-employment on contract basis may send their applications directly by the aforesaid date along with all the relevant documents.

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

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

CURRICULUM VITAE PROFORMA

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) (2) (3)	
Desired	(1) (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
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Signature of the candidate

Address

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Countersigned

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(Employer with Seal)