

**ARMED FORCES TRIBUNAL
REGIONAL BENCH, KOLKATA
0-6, CLYDE ROW, HASTINGS
KOLKATA-700 022**

EMPLOYMENT NOTICE

Armed Forces Tribunal, Regional Bench, Kolkata invites applications from the eligible candidates; either retired from High Court or retired Defence Personnel for appointment on re-employment on contract/deputation basis for a period of one year or till the posts are filled up on permanent basis as per Recruitment Rules to the following posts : -

- | | |
|-----------------------------|------------|
| 1. Private Secretary | : ONE (01) |
| 2. Section/Tribunal Officer | : ONE (01) |
| 3. Assistant | : ONE (01) |
| 4. Tribunal Master | : TWO (02) |

Details regarding eligibility criteria & format for application, etc., are given in the Tribunal's website: www.aftkolkata.nic.in

Applications complete in all respect must reach the undersigned by name in a sealed cover at the address mentioned above by Registered Post with A/D or speed Post or by hand by 20th August 2018 positively.



**(COL RK BHATTACHARYA(Retd))
REGISTRAR-IN-CHARGE**

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Armed Forces Tribunal
Regional Bench, Kolkata
O-6, Clyde Row, Hastings,
Kolkata- 700022
Dated: 23rd July, 2018

F. No. 56(2)/AFT/KB/RR/2013/VOL-II/

VACANCY CIRCULAR

1. Applications are invited for filling up the following post in the Armed Forces Tribunal, Regional Bench, Kolkata on deputation initially for a period of one year and extendable as per DoP & T order / re-employment on contract basis for a period of one year from the candidates who fulfill the following eligibility conditions :-

Ser No.	Name of Post in Pay Band	No of Post	Eligibility Conditions
1.	Section/Tribunal Officer General Central Service Group 'B' Gazetted, Non Ministerial. (Pay Band-2) Rs. 9300-34800/- + GP Rs. 4600/- (Pre-revised) PAY MATRIX LEVEL -7 (Rs. 44900-142400)	01 (One)	1. In case of deputation : Persons working under Central Government or State Government or Supreme Court or High Court or Subordinate Courts :- (a) holding; (i) Analogous post on regular basis; or (ii) Post in the PB-2 Rs. 9300-34800/- + GP Rs. 4200 (pre-revised) with five years regular service in the grade, Pay Matrix Lever- 6; and (b) (i) Possessing the educational qualifications. Essential : Degree of a recognized university or equivalent. Desirable: Degree in Law ; and (ii) Preferably having 2 years experience in personnel, administrative and judicial work. (iii) Knowledge in computer operation. 2. In case of re-employment : With qualifications and experience similar to deputationists.
2.	Private Secretary General Central Service Group 'B' Gazetted, Non Ministerial. (Pay Band-2) Rs. 9300-34800/- + GP Rs. 4600/- (Pre-revised) PAY MATRIX LEVEL -7 (Rs. 44900-142400)	01 (One)	1. In case of Deputation :- Stenographers in Central/ State Government/ Supreme Court/ High Courts/ District Courts : (a) holding analogous post on regular basis in the Parent cadre or department ; or (b) with six years regular service in the parent cadre or Department in posts in Pay Band 2 Rs. 9300-34800 Grade Pay 4600/- Essential : (a) Stenography in English – 100 WPM (b) Typing speed of 40 WPM (c) Graduate in any field or its equivalent. Desirable : Knowledge in computer operation. Note:- Officer possessing Degree in Law will be given preference. 2. In case of re-employment : With qualification and experience similar to deputationists.

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3.	Tribunal Master (Steno Grade I) General Central Service Group 'B' Non Gazetted, Ministerial. (Pay Band-2) Rs. 9300-34800/- + GP – Rs 4200/- (Pre-revised) PAY MATRIX LEVEL -6 (Rs. 35400-112400)	02 (Two)	1. In case of deputation : (a) Stenographers of the Central Government or Armed Forces or State Government or Supreme court or High court or District Courts holding :- (i) the analogous post ; or (ii) post in the grade of PB-I, Rs. 5200-20200 + GP Rs. 2400 (Pre-revised with ten years regular service in the grade, Pay Matrix Level-4. Essential : (a) Stenography in English – 100 WPM (b) Typing speed of 40 WPM (c) Higher Secondary Pass in any field or its equivalent. Desirable : Knowledge in computer operation. 2. In case of re-employment : With qualification and experience similar to deputationists.
4.	Assistant General Central Service Group 'B' Non Gazetted (Pay Band 2) Rs. 9300-34800/- + GP- Rs. 4200/- (Pre-revised) PAY MATRIX LEVEL -6 (Rs. 35400-112400)	01 (One)	1. In case of deputation : Persons working under Central Government or State Government or Supreme Court or High Court or Subordinate Courts :- (a) holding; (i) Analogous post on regular basis; or (ii) Post in the PB-2 Rs. 9300-34800/- + GP Rs. 4200 (pre-revised) with five years regular service in the grade, Pay Matrix Level- 6; and (b) (i) Possessing the educational qualifications. Essential : Degree of a recognized university or equivalent. Desirable: (i) Preferably having 2 years experience in personnel, administrative and judicial work. (ii) Knowledge in computer operation. 2. In case of re-employment : With qualifications and experience similar to deputationists.

2. The Pay & allowances and other terms & conditions of the officer/ official selected on deputation will be governed in accordance with DoP & T O.M. No. 3/3/2016-Estt (Pay-II) dated 01.05.2017

3. **Age Limit.**

(a) **Deputation.** The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of application.

(b) **Re-employment on contract basis.** The maximum age limit for the re-employment of contract basis is 64 years. The gross pension will be reduced from the pay fixed, when applicable under the rules.

4. Please note that :-
 - (a) Applications received after the last date will not be entertained.
 - (b) Application for Deputation will have to be routed through their parent departments.
 - (c) Applications for one year on re-employment on contract basis, only from retired Central/ State Government/ Court Staff/ Tribunals/ Statutory bodies and Autonomous bodies will be considered.
5. Number of vacancies may vary and filling up of the post(s) is at the discretion of the Competent Authority.
6.
 - (a) 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 channel.
 - (b) The period of deputation including the period of deputation in ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department shall ordinarily not exceed three years.
7. The application(s) in the prescribed proforma (Annexure-I) from eligible officers who can be spared for deputation in the event of their selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench Kolkata, O-6, Clyde Row, Hastings, Kolkata- 700022 by 20th August, 2018 along with photo copies of the Annual Confidential Reports for the last five years and vigilance clearance certificate.
8. The applicant(s) for re-employment on contract basis may send their applications (Annexure-II) directly to the Registrar, Armed Forces Tribunal, Regional Bench, Kolkata, O-6, Clyde Row, Hastings, Kolkata- 700022 by 20th August, 2018 along with all relevant documents (i.e. Photo-copies of academic qualification/ shorthand & typewriting/ computer course/ PPO/ discharge book/ retirement order of previous employment etc).
9. Candidates who had earlier applied as per our advertisement dated 07-10-2016 need not send fresh application. However, a certificate to the effect that the candidate is willing to be considered, may be rendered.
9. Last date for receipt of application is **20th August, 2018.**



(COL (RETD) R. K. BHATTACHARYA)
REGISTRAR-IN-CHARGE
Armed Forces Tribunal
Regional Bench, Kolkata

Enclosure : (Annexure-I)

SELF
ATTESTED
PHOTOGRAPH

CURRICULUM VITAE PROFORMA

1. Name and address (In Block Letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central / State Govt. 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 above, you meet the requirement of the post.

7. Details of Employment, in chronological order. Enclose :
Separate sheet, duly authenticated by your signature, if the
Space below is insufficient.

Office/Post held Institution	Form	To	Scale of pay and Basic pay	Nature of duties (In detail)

8. Nature of present employment, i.e., adhoc or Temporary :
or Quassi-permanent.

9. In case of 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 vacancy Circular/ Advertisement).

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

15. Please state whether you are applying on deputation :
(ISTC)/ Absorption/ Re-employment Basis. (Officers under
Central/ State Government 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 applied for.

(Signature of the Candidate)

Complete Address with Contact numbers.

Date :

COUNTERSIGNED

(IF APPLICABLE)

(Seal of the employer)