

GOVERNMENT OF INDIA
ARMED FORCES TRIBUNAL, REGIONAL BENCH, GUWAHATI

Armed Forces Tribunal
Regional Bench, Guwahati
2nd Floor, Assam Police Housing
Corporation Ltd., Rehabari,
Guwahati-08
TELE NO : 0361-3569292
FAX NO : 0361-3569292

No. AFT/RB/GHY/04/iii/2016

3 Jan 2022

CIRCULAR

1. Applications are invited for filling up the post of **Upper Division Clerk (UDC)** in the Armed Forces Tribunal, Regional Bench, Guwahati on deputation basis for a period of three years from suitable candidates, who fulfil the eligibility conditions :-

Sl No.	Name of Post	No. of Posts	Pay Scale	Eligibility Conditions
1.	Upper Division Clerk (General Central Services Group 'C' Non Gazetted Ministerial)	03	Pay Matrix Level-4	Official working under Central Government or State Government or Tribunal or Commission or Statutory bodies or Courts :- (i) Holding analogous posts on regular basis. Or (ii) Holding the post in the Pay Matrix Level-2 with eight years regular service in the grade. 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 .

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

3. The candidates selected for deputation to the post of UDC will be governed by the terms and conditions of deputation laid down in the Department of Personnel & Training (DOPT) O.M. No. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as applicable and amended from time to time.

4. 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.
5. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The application for deputation in the prescribed proforma (Annexure-I) from 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, Guwahati, 2nd Floor, Assam Police Housing Corporation Ltd., Rehabari, Guwahati-08 by the Department **latest by 04th Feb 2022** along with photocopies of the Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.
7. The applications received without supporting documents, photograph, unsigned and incomplete in any manner, shall be summarily rejected.
8. 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).
9. Number of vacancies reflected above may vary.
10. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Manoj Kumar Sharma

(MR Sharma)
Consultant (Registrar)

Enclosure: Annexure-I

Distribution:-

1. The Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-1, RK Puram, New Delhi -110066.
2. The Registrar General, Gauhati High Court, Guwahati
3. The Chief Secretary, Govt. of Assam, Dispur, Guwahati
4. The Registrar, Central Administrative Tribunal, Guwahati
5. AFT(RB) Guwahati website, www.aftrbqhy@nic.in
6. GOC, HQ 51 Sub Area, C/o 99 APO
7. AOC, 19 Wing Air Force , C/o 99 APO
8. CDA, Narengi, Guwahati
9. CO 51 ASP, (A/F), C/o 99 APO
10. DAVP, Govt of Assam
11. Notice Board, AFT(RB) Guwahati
12. Office File

Annexure I

BIO DATA /CURRICULAM VITAE PROFORMA

Post applied for	
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) Qualifications	(A) Qualifications
(B) Experience	(B) Experience
Desirable	Desirable
(A) Qualifications	(A) Qualifications
(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 Qualification and work experience of the post.	
6.1 Note : Borrowing Department are to provide their specific comments / views confirming the relevant Essential Qualification /work experience possessed by 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	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/ 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 offices should be forwarded by the parent cadre / Department alongwith Cadre Clearance. Vigilance Clearance and integrity certificate.			
9.2 Information under Column 9© & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent cadre / organisation.			
10. - If any post held on deputation in the post 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 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 Organisation which is not following the Central Government Pay-scale, the latest salary slip issued by the organisation 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 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		
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 aware that the information furnished in the Curriculum Vitae duly supported by 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 bearing on my selection has been suppressed / withheld.

Signature of the candidate

Date •

Address

Certificate 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. Hence, possess educational qualifications and experience mentioned in the vacancy circular. If selected, tenure will be relieved immediately.

2. Also certified that:-

- (a) There is no vigilance or disciplinary case pending/contemplated against Shri / Smt. _____
- (b) His / Her integrity is certified.
- (c) His / her CR Dossier ion 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.
- (d) 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)