

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL (REGIONAL BENCH) GUWAHATI

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Armed Forces Tribunal
Regional Bench, Guwahati
 2nd Floor, Assam Police Housing
 Corporation Ltd., Rehabari,
 Guwahati-08.

File No. AFT/RB/Ghy/57/Rect/B&C/15

Dated 28 Feb, 2019

VACANCY CIRCULAR

Applications are invited for filling up the following posts in the Armed Forces Tribunal, Regional Bench, Guwahati on deputation (including short term contract) for 03 years /on re-employment contract basis for 01 (one) year or till regular hands are appointed, from suitable candidates, who fulfill the eligibility conditions :-

Sl No	Name of Post	No of Post	Pay Scale (7 th CPC)	
01	Deputy Registrar (General Central Service Group 'A' Gazetted Non Ministerial	01	Level-11 (Rs 67,700- 2,08,700)	<p><u>Deputation (Including Short Term Contract) only:-</u></p> <p>1. Officers of the Central Government or State Government or Supreme Court or High Court or District Courts or Statutory/Autonomous bodies having pensionary benefits</p> <p>(a)</p> <p>(i) holding analogous post on regular basis in the parent cadre or department ;or</p> <p>(ii) With five years regular service in the parent cadre or Department in post in level 10 of the Pay Matrix ; or</p> <p>(iii) with six years regular service in the parent cadre or department in post in level 8 of the Pay Matrix ; or</p> <p>(iv) with seven years regular service in the parent cadre or department in post in level 7 of the Pay Matrix ; and</p> <p>(b) having five years of experience in personnel and administrative or judicial work.</p> <p><u>Desirable.</u> Possessing a Degree in Law from a recognized University.</p>
02	Tribunal/Section Officer General Central Service, Group 'B', Gazetted Non-Ministerial	01	Level-7 (Rs.44900- 142400)	<p><u>Deputation (Including Short Term Contract) only</u></p> <p>1. Persons working under Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits.</p> <p>(a) Holding</p> <p>(i) Analogous post on regular basis in parent cadre or department ; or</p> <p>(ii) Post in the level 5 of the pay matrix (Rs.29200-92300) with five years regular service in the grade, and</p> <p>(b) Possessing the following educational qualifications and experience ;</p> <p>(i) Degree of a recognized University ; and</p> <p>(ii) Having 2 years experience in personnel, administrative or judicial work.</p> <p><u>Desirable : Degree in Law.</u></p> <p>(Persons having adequate knowledge in Accounts matters will be given preference)</p>

<p>Assistant</p> <p>General Central Service, Group 'B', Non Gazetted Ministerial</p>	01	<p>Level 6 (Rs 35400-112400) Group 'B'</p>	<p><u>Deputation (Including Short Term Contract) only :</u></p> <p>1. Officials working under Central Government or State Government or Supreme Court or High Court or Subordinate Courts or Statutory/Autonomous bodies having pensionery benefits.</p> <p>(a) (i) Holding analogous post on regular basis in parent cadre or department ; or (iii) Upper Division Clerks in Level 4 of the pay matrix (Rs.25500-81100) with 10 Years regular service in the grade in Central Government or State Government or Supreme Court or High Court or Subordinate Courts.</p> <p>(b) (i) Possessing Degree from recognized University ; and (ii) Having 2 years' experience in establishment, administration or Accounts.</p> <p>(Persons having adequate knowledge in Accounts matters will be given preference)</p>
<p>Stenographer Grade II</p> <p>General Central Service, Group 'C', Non Gazetted Ministerial</p>	01	<p>Level 4 (Rs.25500-81100)</p>	<p><u>Re-employment on contract basis :-</u> <u>Essential</u> (i) 12th class pass or equivalent qualifications from a recognized Board or University. (ii) Skill Test Norms : On computer Dictation: 10 Minutes @ 80 words per minute. Transcription: 50 minutes (English) ; 3) Computer training course of at least six months duration.</p> <p><u>DEPUTATION</u> Officers possessing the qualifications prescribed above and holding analogous posts on regular basis in the Central Govt. Or State Govt or Tribunals or Commissions or Statutory Bodies or Courts.</p>
<p>Upper Division Clerk</p> <p>General Central Service, Group 'C', Non Gazetted Ministerial</p>	01	<p>Level 4 (Rs.25500-81100)</p>	<p><u>Re-employment on contract basis :-</u> <u>Essential</u> (i) 12th class pass or equivalent qualifications from a recognized Board or University. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. (iii) Computer training course of at least six months duration. Desirable : Graduate from a recognized university.</p> <p><u>DEPUTATION</u> Officers possessing the qualifications prescribed above and holding analogous posts on regular basis in the Central Govt. or State Govt or Tribunals or Commissions or Statutory Bodies or Courts.</p>

06	Lower Division Clerk General Central Service, Group 'C', Non Gazetted Ministerial -	01	Level 2 (Rs.19900-63200)	Re-employment on contract basis :- Essential (i) 12 th class pass or equivalent qualifications from a recognized Board or University. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour/9000 Key Depression Per Hour on an average of 05 key depressions for each word.) (iii) Computer training course of at least six months duration. Desirable : Graduate from a recognized university. DEPUTATION Officers possessing the qualifications prescribed above and holding analogous posts on regular basis in the Central Govt. Or State Govt or Tribunals or Commissions or Statutory Bodies or Courts.
07	Data Entry Operator General Central Service, Group 'C', Non Gazetted Non Ministerial	01	Level 2 (Rs.19900-63200)	Re-employment on contract basis : Essential (i) 12 th class pass or equivalent qualifications from a recognized Board or University. (ii) Diploma or certificate in Information Technology or Computer field. (iii) Knowledge of Data Entry or Computer Operation (should possess a speed of not less than 8000 Key Depressions per hour for Data Entry work) Desirable: Graduate from a recognized university. DEPUTATION Officers possessing the qualifications prescribed above and holding analogous posts on regular basis in the Central Govt. Or State Govt or Tribunals or Commissions or Statutory Bodies or Courts.
08	Peon-cum-Multi Tasking Staff General Central Service, Group 'C', Non Gazetted Non Ministerial	01	Level 1 (Rs.18000-56900)	Re-employment :- Essential: (i) 10 th Standard pass or equivalent from any recognized Board. Desirable ; Training in Basic and Refresher Course in Home Guards and Civil Defence.

2. The pay and allowances and other terms and conditions of the officer selected on deputation/reemployment contract basis will be governed in accordance with the DoP& T O.M. No.6/8/2009-Estt (Pay II) dated 17.06.2010 as amended from time to time and O.M. 3/3/2016-Estt (Pay II) dated 01.05.2017.

3. The period of deputation including the period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four /three years (as the case may be).

4. **Age Limit:**
(a) Deputation. The maximum age limit for deputationists shall not exceed the age of 56 years as on the closing date of receipt of applications.
(b) Re-Employment . The maximum age limit for re-employment on contract basis is 64 years.
Please note that :-
(a) Applications for deputation will have to be routed through their parent departments.
(b) Applications for **one year** on re-employment on contract basis only from retired Central/State Govt./Court Staff/Tribunals/Statutory bodies and Autonomous bodies/Ex Servicemen will be considered.
5. 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.
6. The applications in the prescribed pro forma (Annexure-I) may be forwarded along with photocopies of the Annual Confidential Reports for the last Five years of the candidate along with vigilance Clearance Certificate, Last Pay Certificate with NOC (in case of persons for deputation), copy of PPO (In case of re-employment) and two copies of latest passport size photographs of the candidate to **The Registrar, Armed Forces Tribunal, Regional Bench, Guwahati, 2nd Floor, Assam Police Housing Corporation Ltd., Rehabari, Guwahati-781008 (Assam)** by the department/individual (as the case may be) latest by **02.00 PM on 20th March, 2019 (Wednesday)**
7. Separate applications are to be submitted for each post and applications received after last date will not be accepted. The application(s) will only be received in a sealed envelope superscribed as "Application for the post of" and addressed to **The Registrar, Armed Forces Tribunal, Regional Bench, Guwahati, 2nd Floor, Assam Police Housing Corporation Ltd., Rehabari, Guwahati-781008 (Assam)**. The applications received without supporting documents, photographs, unsigned and incomplete in any manner shall be summarily rejected.
8. Selected candidates will have to join for duty within a short notice.
9. For more details, please visit our website : www.aftbghy.nic.in.

Manoj Reha Sharma
(MR Sharma)
Registrar
AFT, RB, Ghy.

Distribution :-

- (1) The Principal Registrar, Armed Forces Tribunal, New Delhi (with a request to publish the same in the website of the AFT)
- (2) The Notice Board, AFT, RB, Guwahati
- (3) Registrar General, Gauhati High Court, Guwahati.
- (4) The District & Sessions Judge, Kamrup (M) , Guwahati (with a request to circulate the notification to all the subordinate courts under his/her jurisdiction).
- (5) The District & Sessions Judge, Kamrup (R) , Guwahati (with a request to circulate the notification to all the subordinate courts under his/her jurisdiction).
- (6) CDA, Guwahati,
PO- Udyan Vihar, Guwahati-781171.
- (7) Army Placement Satellite Node
C/o HQ 51 Sub Area
C/o 99 APO
- (8) Office File.

BIO-DATA/CURRICULUM VITAE PROFORMA

Post for Applied	
1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
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 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 Qualifications and work experience of the post	
6.1 Note : Borrowing 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 level 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 or Pay level where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay or Pay level drawn under ACP/MACP Scheme	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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
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 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		Total Emoluments
Basis Pay in the Level	Pay Level	

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the organization 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 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, the Ex-Servicemen 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)

Address: _____

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 possess educational qualifications and experience mentioned in the vacancy 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.

- (ii) His /Her integrity is certified.
- (iii) His/Her CR Dossier in 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.
- (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

(Employer/Cadre Controlling Authority with Seal)