

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, REGIONAL BENCH

Phone No: (0522) 2480132

Post : Dilkusha
3 R.A.K. Marg
Lucknow-226002 (UP)

F. No. 08(09)/AFT-Lko/Cir Lko/Estt/2024

Dated : 24th December 2024

CIRCULAR

1. Applications are invited for filling up the posts of Principal Private Secretary, Tribunal Master/ Stenographer Grade I ('C'), Stenographer Grade II ('D'), Lower Division Clerk, Data Entry Operator, Staff Car Driver and Multi Tasking Staff (Peon-cum-helper) in the Armed Forces Tribunal, Regional Bench, Lucknow on Deputation/Absorption basis for a period of three years from suitable candidates, who fulfill the eligibility conditions:-

S. No	Name of the Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Principal Private Secretary (PPS) (General Central Services Group 'A' Gazetted, Ministerial)	02 (Two)	Pay Matrix Level- 11 of 7th CPC Rs. 67700-208700	Stenographers in the Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits: (a) holding analogous posts 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 Level - 8 of the Pay Matrix: or (c) with seven years in regular service in the parent cadre or department in posts in Level -7 of the Pay Matrix. Desirable: Knowledge in computer operation. Note : 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 or Department of the Central Government shall ordinarily not exceed three years .
2.	Tribunal Master/Stenographer Grade-'I' ('C') (General Central Services Group 'B' Non-Gazetted, Non - Ministerial)	03 (Three)	Pay Matrix Level- 6 of 7th CPC Rs. 35400-112400	Stenographers of the Central Government or Armed Forces or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits, holding: (a) the analogous post on regular basis in parent cadre or department; or (b) post in Level 4 of the Pay Matrix (Rs. 25500-81100) with 10 years regular service in the grade. Note: 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 or Department of the Central Government shall ordinarily not to exceed three years .



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S. No	Name of the Post	No. of Post	Pay Scale (Rs.)	Eligibility conditions
3.	Stenographer Grade 'II' ('D') (General Central Services, Group 'C' Non-Gazetted, Ministerial)	06 (Six)	Pay Matrix Level- 4 of 7 th CPC (Rs 25500-81100)	Officials possessing the following qualifications and holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory bodies or Courts. Essential (a) 12 th class pass or equivalent qualification from a recognised board or University and (b) Skill Test Norms: On computer. (c) Dictation: 10 minutes @ 80 words per minute. (d) Transcription: 50 minutes (English) : 65 minutes (Hindi). (e) Computer training course of at least six months duration. Note: 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 or Department of the Central Government shall ordinarily not to exceed three years .
4.	Lower Division Clerk (General Central Services, Group 'C', Non-Gazetted, Ministerial)	07 (Seven)	Pay Matrix Level- 2 of 7 th CPC (Rs 19900-63200)	Officials possessing the following qualifications and holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory bodies or Courts. Essential (a) 12 th class pass or equivalent qualification from a recognised Board or University. (b) A typing speed of 35 words per minute in English or 30 words 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). (Time allowed- 10 minutes). (c) Computer training course of at least six months duration. Desirable : Graduate from a recognized University. Note: 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 or Department of the Central Government shall ordinarily not to exceed three years .



S. No	Name of the Post	No. of Post	Pay Scale (Rs.)	Eligibility conditions
5.	Data Entry Operator General Central Services, Group 'C', Non-Gazetted, Non-Ministerial)	04 (Four)	Pay Matrix Level-2 of 7 th CPC (Rs 19900-63200)	<p>Officials from the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or courts:</p> <p>(i) holding analogous post on regular basis or (ii) holding post (s) in the Pay Band-1, Rs 5200-20200 plus Grade Pay of Rs 1900 (6th CPC), with two years regular service in the grade.</p> <p>Essential:</p> <p>(a) 12th class pass or equivalent qualification from a recognised institution or board or equivalent and (b) Diploma or Certificate in Information Technology or Computer field and (c) Knowledge of data entry or computer operation (should possess a speed of not less than 8000 Key Depressions per hour for data entry work).</p> <p>Desirable. Graduate from a recognized University.</p> <p>Note 1 : The speed of 8000 key depressions per hour for data entry works is to be judged by conducting a speed test on the Electronic Data of Processing (EDP) Machine (s) by the Competent Authority.</p> <p>Note 2 : 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 or Department of the Central Government shall ordinarily not to exceed three years.</p>
6.	Staff Car Driver General Central Service, Group 'C', Non-Gazetted, Non-Ministerial)	01 (One)	Pay Matrix Level-2 of 7 th CPC (Rs 19900-63200)	<p>On the results of a test in driving, designed to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of staff cars from amongst;</p> <p>(a) Persons holding analogous posts of Staff Car Drivers in Ministries or Departments of the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts on regular basis.</p> <p>(b) Regular Despatch Riders (Group 'C') in the Pay Band 1 Rs. 5200 – 20200 with Grade Pay 1900/- (Pre-revised).</p> <p>(c) Persons must possess the qualification prescribed as under:-</p> <p>Essential:</p> <p>(a) 10th standard pass from a recognised Board. (b) Experience of driving a motor car for at least three years. (c) Possessing of a valid driving licence for motor cars. (d) Knowledge of motor mechanism (should be able to remove minor defects in vehicle).</p> <p>Desirable: Three years service as Home Guard or Civil Volunteers.</p> <p>Note : 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 or Department of the Central Government shall ordinarily not to exceed three years.</p>

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S. No	Name of the Post	No. of Post	Pay Scale (Rs.)	Eligibility conditions
7.	Multi Tasking Staff (Peon-cum-helper) General Central Services, Group 'C', Non-Gazetted, Non-Ministerial)	01 (One)	Pay Matrix Level-1 of 7 th CPC (Rs 18000-56900)	Persons holding analogous posts in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts: Essential: (a) 10 th Standard pass or equivalent from any recognised Board. Desirable. Training in 'Basic' and 'Refresher' Courses in Home Guards and Civil Defence. Note : 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 or Department of the Central Government shall ordinarily not to exceed three years .

2. Number of vacancies may vary and filling up of the post(s) is at the discretion of the Competent Authority.
3. The Pay & Allowances and other terms and conditions of the officer/official selected on deputation will be governed in accordance with the Department of Personal & Training , Office Memorandum No 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.
4. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.
5. **General Information:**
 - (a) Self certified photo copies of all the educational and other testimonials & certificates are required to be attached alongwith the application.
 - (b) Applications for deputation will have to be routed through their parent department by the Competent Authority, alongwith the photocopies of Annual Confidential Report of last five years.
 - (c) Application received after the last date will not be entertained.
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 appointments by promotion channel.
 - (b) The period of deputation including period of deputation 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 **three years**.
7. The application(s) in the prescribed pro forma (Annexure I) from eligible officers/officials who can be spared for deputation in the event of their selection may be forwarded by the Department to **Registrar, Armed Forces Tribunal, Regional Bench, 3, RAK Marg, PO- Dilkusha, Lucknow-226002** alongwith '**No Objection Certificate**'. While forwarding the application, vigilance clearance certificate and a certificate to the effect that no disciplinary action/inquiry is pending or contemplated against the officer/official concerned shall also be furnished.
8. The application(s) received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.

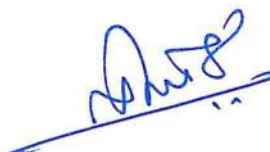
....5/-

9. 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).
10. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
11. The last date of receiving the applications is **31.01.2025**.

(Dr. Dushyant Dutt)
R.H.J.S.
Registrar & Head of Office
Armed Forces Tribunal
Regional Bench, Lucknow

Encls: As above.

1. Principal Registrar, AFT, PB, New Delhi - with a request to post the Circular on the official website of Principal Bench.
2. The Under Secretary, MoD, AFT Cell, New Delhi.
3. The JAG Branch Army/Navy/Air Force, New Delhi.
4. The Registrar General, High Court of Judicature at Allahabad (UP).
5. The Registrar General High Court of Uttarakhand at Nainital.
6. Director Public Relations, Govt of Uttar Pradesh.
7. Central Administrative Tribunal, Principal Bench, 61/35/ Copernicus Marg, New Delhi.
8. HQ Central Command 'A' Branch, Lucknow.
9. HQ MUPSA 'A' Branch, Lucknow.
10. Armed Forces Tribunal, RB, Lucknow, Website-in-Charge for uploading on the websiste.
11. PPS to Hon'ble Member (Judicial) & HoD, AFT, RB, Lucknow.
12. PPS to Hon'ble (Judicial) & (Administrative) Members, AFT, RB, Lucknow.
13. Registrar, All Regional Benches of AFT.
14. Guard File.



ANNEXURE-I

Latest Photograph of applicants

BIO-DATA/CURRICULUM VITAE PROFORMA

Post Applied for	
Choice of Station (In order of preference)	
1. Name and Address (In Block Letters)	
2. (i) Date of Birth (in Christian era)	
(ii) Mobile No.	
(iii) E-mail I.D.	
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.

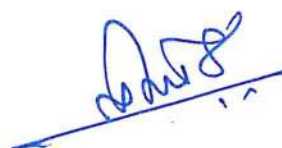
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting Experience required for the post applied for



*Important: Pay-band 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 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 post held in substantive capacity in the parent organization
9.1 Note: In case of Officers/Officials already on deputation, the applications of such officers/officials should be forwarded by the parent cadre/Department alongwith Cadre Clearance. Vigilance Clearance and integrality 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 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.			

.....3/-



14. Total emoluments per month now drawn		
Basic Pay in PB	Grade Pay	Total Emoluments

15. In case the applicants 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 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:

.....4/-



Certification by the Employer/Cadre Controlling Authority

1. 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 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)

