

GOVERNMENT OF INDIA

ARMED FORCES TRIBUNAL, REGIONAL BENCH, JABALPUR

106 Bhagat Marg
Old Chief Engr office
Near Sadar Bazar
Jabalpur Cantt -482001

AFT-JBP/Recruitment/2018/ 749

16 January, 2018

CIRCULAR

1. Applications are invited (from Serving/Retired employees of Central Government or State Government or Supreme Court or High Courts or District Courts) for filling up the following posts in Armed Forces Tribunal, Regional Bench, Jabalpur (MP) on deputation basis or re-employment on contract basis for a period of one year from eligible/suitable candidates who fulfill conditions as shown below for the following posts:-

S. No.	Name of Post	No. of Posts	Pay Scale	Eligibility Conditions
1.	Private Secretary	01	PB-2 Rs. 9300-34800/- + Grade Pay Rs. 4600/- (Pre-revised)	<p><u>Deputation Basis.</u> Stenographers working under Central Government or State Government or Supreme Court or High Courts or District Courts holding analogous posts on regular basis.</p> <p>OR</p> <p>(a) Stenographers holding post in the Grade of Pay Band of Rs 9300-34800 Grade Pay Rs 4200 with five year regular service in the grade.</p> <p>(b) <u>Re- Employment on Contract Basis.</u> Persons retired from analogous posts or as mentioned above from Central Government or State Government or Supreme Court or High Courts or District Courts.</p> <p><u>Essential Qualification for Deputation/ Re-employment on Contract Basis.</u></p> <p>(a) Graduation or equivalent from a recognized University.</p> <p>(b) Possessing speed of 100 words per minute in shorthand in English and transcription in 40 minutes.</p> <p>(c) Knowledge in Computer Operation.</p>

2.	Steno Grade- 'D'	01	PB-1 Rs. 5200- 20200/- + Grade Pay Rs. 2400/- (Pre- revised)	<p>(a) <u>Deputation Basis.</u> Stenographers holding analogous post on regular basis in the Central Government or State Government or Tribunals or Commissions or statutory bodies or courts.</p> <p>(b) <u>Re-employment on Contract Basis.</u> Persons retired from analogous post or as above or the Armed Forces Personnel due to retire who are to be transferred to reserve within a period of one year and having a requisite experience and qualifications prescribed shall also be considered who shall if selected, be given deputation terms up to the date on which they are due for release from the Armed Forces and there after they may be continued on re-employment.</p> <p><u>Essential Qualifications for Deputation/Re-employment on contract basis:-</u></p> <p>(i) 12th class pass or equivalent from a recognized Board or University.</p> <p>(ii) <u>Skill Test Norms.</u> On computer: Dictation- 10 minutes @ 80 words per minute</p> <p>(iii) <u>Transcription:</u> 50 minutes (English), 65 minutes (Hindi).</p> <p>(iv) Computer training course of at least six months duration.</p>
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2. The pay of the officer/official selected against the posts will be governed in accordance with department of Personnel & Training office Memorandum No 2/29/91-Est (Pay II), Dated 05.01.1994 as amended from time to time.

3. **Age Limit :**

(a) **Deputation.** The maximum age limit for appointment on deputation shall be 56 years as on the closing date for receipt of applications, i.e. **15th February, 2018.**

(b) **Contract.** The maximum age limit for the re-employment on contract basis is 62 years. The gross pension will be deducted from the amount of pay fixed, where applicable.

4. The period of deputation, including period of deputation on ex-cadre posts 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.

5. **General Information:-**

(a) Legible Zerox copies of all the educational and other certificates duly attested by some Gazatted officer are required to be attached alongwith application form.

(b) Application for deputation will have to be routed through the parent department duly forwarded by the competent authority.

- (c) Persons applying for re-employment on Contract basis are required to attach copy of PPO Form along with copies of educational and other certificates.
- (d) Applications received after last date shall not be entertained.

6. All applications on the proforma attached as Annexure-I to this circular must reach The **Office of Registrar, Armed Forces Tribunal, Regional Bench, Jabalpur, 106, Bhagt Marg, Old Chief Engr Office, Near Sadar Bazar Jabalpur Cantt Latest by 15th February, 2018.**

7. Applications for deputation from the eligible candidates must be forwarded by their parent department/authorities under whom they are serving to the Registrar, Armed Forces Tribunal Regional Bench, Jabalpur on the afore mentioned address along with duly certified dossier of character Roll entries of the candidates for last five years.

(Saleem Ahmad Khan)
Registrar
Armed Forces Tribunal
Regional Bench, Jabalpur (MP)

Distribution:-

1. Under Secretary Min of Defence (AFT Cell) Room No 308A 3rd Floor , 'A" Block Sena Bhawan, New Delhi – 110011.
2. Armed Forces Tribunal, Principal Bench, West Block –VIII, Sector-1 R K Puram, New Delhi -110066.
3. Registrar General, Madhya Pradesh High Court, Jabalpur.
4. Registrar General, Chhattisgarh High Court, Bilashpur Chhattisgarh.
5. District Court, Jabalpur (MP).
6. Registrar Central Administrative Tribunal, 15, Civil Lines, CARAVAS Building Jabalpur (MP). -482001
7. Registrar ,Income Tax Appellate Tribunal, Jabalpur (MP).
8. Registrar, Debt Recovery Tribunal, Jabalpur (MP).
9. Registrar, Central Industrial Tribunal, Jabalpur (MP).
10. Area Commander (Army), Area Headquarters, Jabalpur Cantt. (MP).
11. Guard File.

PROFORMA / BIO DATA

(For the Post of _____)

1. Post applied for :
2. Name (In block letters) :
3. Whether belongs to SC/ST Category :
4. Age and Date of birth :
5. Present Post/Designation & Ministry/
Department along with date of appointment
in that Grade. :
6. Present Pay Band with Grade Pay :
7. Post held substantively and date of
regular appointment in that Pay band/Grade,
Pay Band/Grade Pay. :
8. Educational Qualification with special
Qualification if any?. :
9. Training/Experience, if any?. :
10. Any other special Qualification
or experience. :
11. Date of return from the last deputation if any? :
12. Permanent address. :
13. Present address :
14. Contact numbers :
15. E-mail I.D. :
16. Any other information :
17. Number of enclosures with details :

Attested colour
photograph of
pass port size.

Date :

(Signature of candidate)