

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

ARMED FORCES TRIBUNAL, REGIONAL BENCH, JABALPUR

Phone : 0761-2622082
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106 Bhagat Marg
Old Chief Engr office
Sadar Bazar, Jabalpur Cantt
Jabalpur-482001

AFT/JBP/082/2018/152

CIRCULAR

18 January, 2019

1. Applications are invited for filling up the posts of **Principal Private Secretary** in the Armed Forces Tribunal, Regional Bench, Jabalpur on deputation basis for a period of three years from suitable candidates, who fulfill the eligibility conditions as follows:-

S. No.	Name of Post	No. of Posts	Level in the Pay Matrix	Eligibility Conditions
1.	Principal Private Secretary	02	Pay Matrix Level-11 (Rs 67,100 - 2,08,700) or Pay Band-3 (Rs. 15600-39100) Grade Pay Rs. 6600/- (Pre-revised)	<p>Stenographers of Central Government or State Government or Supreme Court or High Court or District Courts, Statutory/Autonomous bodies having pensionary benefit.</p> <p>(i) holding analogous post on regular basis in the parent cadre of department; or</p> <p>(ii) with six years regular service in the parent cadre or Department in posts in level 8 of the pay matrix; or</p> <p>(iii) with seven years in regular service in the parent cadre or Department in posts in level 7 of the pay matrix.</p> <p>Desirable : Knowledge in Computer Operation.</p> <p>Note I. The Departmental officers in the feeder grade who are in the 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 promotion.</p> <p>Note II. 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 origination or Department of the Central Govt shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.</p>

2. The pay of the officer selected on deputation 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 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.
4. The application in the prescribed proforma (Annexure-I) of 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, Jabalpur, 106 Bhagat Marg, Old Chief Engr Office, Near Sadar Bazar, Jabalpur Cantt** by the Department **latest by 05th March, 2019 (Tuesday)** along with photo copies of the Annual Confidential Reports for the last five years of the candidate along with Vigilance Clearance Certificate.
5. The applications received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
6. 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).

hmv
18/1/19

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

Enclosure: Annexure-I.

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. HQ MB Area, Jabalpur Cantt (MP).
7. Guard 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 News paper.		
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 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 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/origination.			
10. If any post held on Deputation in the past the 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 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 Organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the organization showing the following details may 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.

Date :

(Signature of the candidate)

Address : _____

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 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 enclose.

(iv) No major/minor penalty has been imposed on him/her during the last 10 year 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)