

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

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Armed Forces Tribunal
Regional Bench, Mumbai
7th Floor, MTNL Bldg;
A.G. Bell Marg, Malabar Hill
Mumbai – 400 006

F.No. AFT/RBM/ADM/RECRUITMENT/1062/2024

Dated: 28th October, 2024

VACANCY CIRCULAR

Applications are invited for filling up the posts of Principal Private Secretary, Private Secretary, Assistant, Tribunal Master/ Stenographer Gr-I, Upper Division Clerk, Stenographer Grade 'II', Lower Division Clerk and Data Entry Operator, in the Armed Forces Tribunal, Regional Bench, Mumbai on **Deputation** basis for a period of three years from suitable candidates, who fulfill the eligibility conditions: -

S. No	Name of the Post	No. of post	Pay scale (Rs.)	Eligibility conditions
01.	Principal Private Secretary (General Central Service Group – 'A' Gazetted Ministerial)	Mumbai Bench – 01	Pay Matrix Level – 11 (Rs. 67700 – 208700)	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(i) holding analogous post on regular basis in the parent cadre or Department or</p> <p>(ii) with six years regular service in the parent cadre or department in a post in Level – 8 of the Pay Matrix Level; or</p> <p>(iv) with seven years regular service in the parent cadre or department in a post in Level – 7 of the Pay Matrix Level.</p> <p>Desirable: -Knowledge in computer operation.</p> <p>Note 1: - where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service or two years. Whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: - 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 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 not ordinarily 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>

02.	Private Secretary (General Central Service Group – 'B' Gazetted Ministerial)	Mumbai Bench – 01	Pay Matrix Level – 7 (Rs. 44900 – 142400)	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(i) holding analogous post on regular basis in the parent cadre or Department or</p> <p>(ii) a post in the level – 6 of the Pay Matrix (35400 – 112400) with five years regular service in the grade.</p> <p>Note 1: - 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.</p> <p>Note 2: - 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 not ordinarily 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>
03.	Assistant (General Central Service Group – 'B' Non - Gazetted Ministerial)	Mumbai Bench – 02	Pay Matrix Level – 6 (Rs. 35400 – 112400)	<p>Officials working under Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) Upper Division Clerks in Level – 4 of the Pay Matrix with 10 years regular service in the grade in Central Government or State Governments or Supreme Court or High Courts or Subordinate courts.</p> <p>(b) (i) possessing Degree from recognized University; and</p> <p>(ii) having 2 years experience in establishment, administration or Accounts.</p> <p>Note: - 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</p>
04.	Tribunal Master/ Stenographer Grade - 'I' (General Central Service Group – 'B' Non - Gazetted Ministerial)	Mumbai Bench – 02	Pay Matrix Level – 6 (Rs. 35400 – 112400)	<p>Stenographers in Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/ Autonomous bodies having pensionary benefits:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) a post in the Level – 4 of the Pay Matrix (25500 – 81100) with 10 years regular service in the grade.</p> <p>Note 1: - 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 (Including short term contract).</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 not ordinarily exceed three years. The maximum age limit for recruitment by deputation (Including Short Term Contract)/ shall not exceed 56 years as on the closing date of receipt of applications.</p>
05.	<p>Upper Division Clerk</p> <p>(General Central Service Group - 'C' Non - Gazetted Ministerial)</p>	Mumbai Bench - 02	Pay Matrix Level - 4 (Rs. 25500 - 81100)	<p>Officers of the Central Government or State Governments or Tribunal or Commissions or Statutory bodies of Courts: -</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) holding the post in the Pay Band - I, Rs. 5200-20200 plus grade pay Rs.1900 with eight years regular service.</p> <p>Note 1: - 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</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 not ordinarily exceed three years.</p> <p>Note 3: - The maximum age limit for recruitment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p> <p>Note 4: - For the purpose of the appointment on deputation, the service rendered on regular basis by an officer prior to 01st January, 2006 or the date from which the revised pay structure based on the Sixth Central pay Commission recommendations had been extended, shall be deemed to be service rendered in the corresponding grade or pay scale extended based on the recommendations of the Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>

06.	Stenographer Grade 'II' (General Central Service Group – 'C' Non – Gazetted Ministerial)	Mumbai Bench – 03	Pay Matrix Level –4 (Rs. 25500 - 81100)	<p>The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Caste or Scheduled Tribes, if at any stage of selection, the Chairperson, Armed Forces Tribunal is of the opinion that the sufficient number of candidate with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Deputation: - Officers possessing the qualifications prescribed for direct recruitment in Essential:</p> <p>(i) 12th class pass or equivalent qualification from a recognized board or university</p> <p>(ii) Skill Test Norms on computer dictation 10 minutes @ 80 words per minute. Transcription 50 minutes (English), 65 minutes (Hindi).</p> <p>(iii) Computer training course of at least six months duration.</p> <p>And holding analogous post on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts.</p> <p>Note 1: - 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 not ordinarily exceed three years.</p> <p>Note 2: - The maximum age limit for recruitment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
07.	Lower Division Clerk (General Central Service Group – 'C' Non – Gazetted Ministerial)	Mumbai Bench – 04	Pay Matrix Level – 2, (Rs. 19900 - 63200)	<p>Officers holding analogous posts on regular basis in the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts and possessing educational qualification as follows:</p> <p>(i) 12th class pass or equivalent qualification from a recognized board or university</p> <p>(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 depression for each word). (Time allowed – 10 minutes)</p> <p>(iii) Computer training course of at least six months duration.</p> <p>Desirable: - Possessing a degree in law from a recognized university.</p> <p>Note: - The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Caste or Scheduled Tribes, if at any stage of selection, the Chairperson, Armed Forces Tribunal is of the opinion that the sufficient number of candidate with requisite experience are not likely to be available to fill up the vacancy reserved for them. Age Limit – 18-27 years.</p>


				<p>(Relaxable for Government servants up to the age of forty years in the case of general candidate and upto 45 years in case of candidates belonging to Scheduled Caste or Scheduled Tribes and also relaxable in case of ex-servicemen in accordance with the instructions or order issued by the central government from time to time</p> <p>Note: - The Crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoran, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Panji Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>
08.	<p>Data Entry Operator</p> <p>(General Central Service Group – 'C' Non – Gazetted Non – Ministerial)</p>	Mumbai Bench – 04	<p>Pay Matrix Level – 2, (Rs. 19900 - 63200)</p>	<p>Officers from the Central Government or State Governments or Tribunals or Commissions or Statutory Bodies or Courts;(i) holding analogous post on regular basis or (ii) holding post(s) in the pay band-I, Rs.5200-20200 plus grade pay of Rs.1900, with two years regular service in the grade and possessing the qualifications as follows:</p> <p>Essential:</p> <p>(a) 12th class pass or equivalent qualification from a recognized institution or board or equivalent.</p> <p>(b) Diploma or Certificate in Information Technology or Computer field; and</p> <p>(c) Knowledge of data entry or computer operation (should possess a speed of not less than 8000 key depression 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 work is to be judged by conducting a speed test on the Electronic Data Processing EDP machine(s) by the Competent Authority.</p> <p>Note 2: - The qualification regarding experience is relaxable at the discretion of the Chairperson, Armed Forces Tribunal, in the case of candidates belonging to the Scheduled Caste or Scheduled Tribes, if at any stage of selection, the Chairperson, Armed Forces Tribunal is of the opinion that the sufficient number of candidate with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>

2. The pay of the officer selected on deputation basis will be governed by Do P&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, No.2/11/2017/Estt(Pay-II) dated 24.11.2017, 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 maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
5. 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 **through proper channel** to The Registrar, Armed Forces Tribunal Regional Bench, Mumbai, 7th Floor, MTNL Building, A.G. Bell Marg, Malabar Hill, Mumbai – 400 006 by the Department **latest by 31st January, 2025** along with photo copies of the Annual Confidential Reports for the last five years of the candidate along Vigilance Clearance Certificate.
6. The applications received without supporting documents i.e. educational certificates, certificate by the employer/ cadre controlling authority , photograph, unsigned and incomplete in any manner, shall be summarily **rejected.v**
7. 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). But, entitled for HRA, Deputation Allowance etc as per current rules.
8. Number if vacancies reflected above may vary.
9. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
10. The Vacancy Circular is uploaded at PB, New Delhi Website <https://aftribn.dic.in> .




 (R. M. Deoghare)
 Section Officer (Admin-I)
 AFT, RB, Mumbai

Enclosure: - Annexure - I

Distribution :-

1. The Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-1, RK Puram, New Delhi 110066 - Website-in-Charge.
2. The FOCIN (West), Headquarters, Ballard Pier, Near Tiger Gate, Mumbai 400001.
3. The Commodore, Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai 400088.
4. The Officer-in-Charge, Bureau of Naviks, Cheetah Camp, Mankhurd, Mumbai 400088.
5. The General Officer Commanding, HQMG & G Area, Veterans Branch Pin 908806, C/o 56 APO.
6. The Air Officer Commanding, Headquarters, MAO, AFI Building, New Marine Lines, Mumbai 400020.
7. The Registrar General, Appellate Side, Bombay High Court, Mumbai 400001.
8. The Registrar, City Civil & Session Court, Mumbai.
9. The Registrar, Small Causes Court, Mumbai.
10. The Registrar, Central Administrative Tribunal, Mumbai.
11. The President, Industrial Court, Bandra (East), Mumbai.
12. The Registrar, Chief Metropolitan Magistrate Esplanade, Mahanagar Palika Marg, Mumbai 400001.
13. The Principal Controller Defence Accounts (Navy), No.1, Cooperage Road, Colaba, Mumbai 400039.
14. The Admiral Superintendent (for Personal Manager/ Manager Administration), Naval Dockyard, SBS Road Mumbai 400023.

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 Governments Rules					
4. Education Qualifications					
5. Whether Education 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 of the same).					
Qualification/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 to 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 Candidates (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/organization to which the application 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 application 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 application, 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 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 application 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 sustainability for the post. This among other things may provide information with regards 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 have been suppressed/ withheld.

Date:

(Signature of the candidate)

Address: _____

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)