

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

Armed Forces Tribunal  
Regional Bench, Guwahati  
GL Publication Building  
(7<sup>th</sup> & 8<sup>th</sup> Floor)  
GS Road, Ulubari, Guwahati  
PIN Code - 781 007

**TELE NO : 0361-2453485  
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AFT/RB/Ghy/57/Rect/B&C/15

5<sup>th</sup> Jun 2017

**CIRCULAR**

1. Applications are invited for filling up the under mentioned vacant posts in the Armed Forces Tribunal, Regional Bench, Guwahati on deputation basis/re-employment on contract basis for a period of one year or till the vacancy is filled up as per Recruitment Rules, whichever is earlier from suitable candidates who fulfill the following eligibility conditions shown against each post :-

SI No	Name of the post	No of Post	Pay Scale (Pre-Revised) (Rs)	Eligibility criteria
(i)	(ii)	(iii)	(iv)	(v)
(a)	Tribunal Officer/ Section Officer	01 (likely to increase by 02) Gp-'B' PB-2	Rs 9300-34800/- Grade Pay 4600/-	<b><u>DEPUTATION/RE-EMPLOYMENT ON CONTRACT BASIS</u></b> Persons working under Central or State Govt or High Court or Dist Courts (a) (i) Holding analogous post on regular basis or (ii) holding post of Assistant or equivalent in the scale of pay Rs. 9,300-34,800+Grade pay Rs. 4,200 (pre-revised) with 4 (four) years regular service and (b) Possessing following educational qualifications:- Essential Degree from a recognised University or equivalent Knowledge of Computer operation Note :- Preference shall be given to persons having degree in law.
(b)	Private Secretary'	01 Gr-'B' PB-2	Rs 9,300- 34,800/- + Grade Pay Rs- 4600/-	<b><u>DEPUTATION/RE-EMPLOYMENT ON CONTRACT BASIS</u></b> (i) From amongst officers of the Central Govt or State Govt or High Court or Dist Courts holding analogous posts of Court Master or Stenographer Grade 'C'. (ii) Stenographers in Central Govt or State Govt or Supreme Court or High Court or Subordinate Courts holding analogous posts on regular basis or a post in the grade of Pay Band 2 Rs 9300-34800 Grade Pay Rs 4200 with five years regular service in the grade. And possessing the following educational and other qualification :- <b><u>Essential :-</u></b> (i) Possessing Degree from recognized university. (ii) A speed of 100 words per minute in shorthand (English/Hindi) (iii) Knowledge in computer operation Desirable : A speed of 120 words per minute in Shorthand (English/Hindi)
(c)	Assistant	01 Gp- 'B' PB-2	Rs 9,300-34,800/- +Grade Pay Rs 4,200/-	<b><u>DEPUTATION/RE-EMPLOYMENT ON CONTRACT BASIS</u></b> Persons working under Central Govt or State Govt or High Court or Dist Courts and (a) Holding analogous post on regular basis; or (b) From amongst the Upper Division Clerks who have rendered not less than 5 (Five) years regular service in the grade And having following educational and other qualifications:- Essential :Degree from a recognised University. Knowledge of computer operation
(d)	Stenographer Grade II	03 Gr-'C' PB-1	Rs 5,200-20,200/- +Grade Pay Rs 2,400	<b><u>Essential</u></b> (i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. (ii) <b>Skill Test Norms.</b> On computer. Dictation 10 minutes @ 80 words per minute. <b>Transcription.</b> 50 minutes (English), 65 minutes (Hindi). (iii) Computer training course of at least six months duration.  <b><u>DEPUTATION</u></b> 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.

(i)	(ii)	(iii)	(iv)	(v)
(e)	Upper Division Clerk	02 Gp 'C' PB-1	Rs 5200-20200 + Grade Pay Rs 2400/-	<b>Essential</b> (i) 12 <sup>th</sup> class pass or equivalent qualification 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. <b>Desirable</b> : Graduate from a recognized university. <b>DEPUTATION</b> 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.
(f)	Lower Division Clerk	03 Gp-'C' PB-1	Rs 5,200-20,200/- + Grade Pay Rs 1,900	<b>Essential</b> (i) 12 <sup>th</sup> class pass or equivalent qualification 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. <b>Desirable</b> : Graduate from a recognized university. <b>DEPUTATION</b> 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.
(g)	Data Entry Operator	03 Gp 'C' PB-1	Rs 5200-20200 + Grade Pay Rs 1900/-	<b>Essential</b> (i) 12 <sup>th</sup> Class pass or equivalent qualification 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) <b>Desirable</b> : Graduate from a recognized university.
(h)	Peon-cum-Multi Tasking Staff	01 Gp 'C' PB-1	Rs 5200-20200 + Grade Pay Rs 1800/-	<b>Essential</b> (i) 10 <sup>th</sup> standard pass or equivalent from any recognized Board. <b>Desirable</b> : Training in Basic and Refresher Course in Home Guards and Civil Defence.

2. The pay of the officer selected will be governed in accordance with DOP&T OM No 2/29/91-Est (Pay-II) dated 5.1.1994 as amended from time to time.

3. The maximum age limit for appointment on deputation shall be 56 years as on closing date for receipt of application.

4. The maximum age limit for the re-employment on contract basis is 64 years.

5. 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 03 (three) years.

6. The application in the prescribed Proforma (Bio-data as per **Annexure 1** enclosed) from eligible persons along with copies of Certificates regarding age, educational qualifications, Pension Payment Orders (in case retired service persons), ACR dossiers or photo copies of ACRs for the last five years along with last pay certificates with NOC (in case of persons for deputation), and two copies of latest passport size photographs of the applicant may be forwarded to the undersigned latest by **1:30 PM on 19<sup>th</sup> June, 2017**.

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), GL Publication Building 8<sup>th</sup> Floor, GS Road, PO – Ulubari, Guwahati – 781 007 (ASSAM)**

*M R Sharma*

(M R Sharma)  
Registrar

BIO-DATA

1. Post applied for : \_\_\_\_\_
2. Name (in capital letters) : \_\_\_\_\_
3. Whether belongs to SC/ST category : \_\_\_\_\_
4. Age and date of birth : \_\_\_\_\_
5. Present designation & Ministry/  
Department alongwith date of appointment  
to the grade : \_\_\_\_\_
6. Post held substantively and date  
of regular appointment : \_\_\_\_\_
7. Date of retirement : \_\_\_\_\_
8. Educational Qualification : \_\_\_\_\_
9. Training/Experience, if any  
prescribed for the post : \_\_\_\_\_
10. Any other special qualification for : \_\_\_\_\_
11. Date of return from the last deputation,  
if any : \_\_\_\_\_
12. Residential address : \_\_\_\_\_
13. Contact Number : \_\_\_\_\_
14. Fax No : \_\_\_\_\_
15. E-mail ID : \_\_\_\_\_
16. Any other information : \_\_\_\_\_

Signature \_\_\_\_\_  
Date : \_\_\_\_\_