

ARMED FORCES TRIBUNAL  
REGIONAL BENCH, KOLKATA  
O-6, CLYDE ROW, HASTINGS  
KOLKATA – 700 022

**EMPLOYMENT NOTICE**

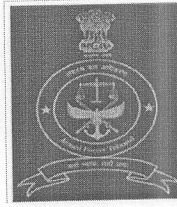
Armed Forces Tribunal, Regional Bench, Kolkata invites applications from eligible candidates to be appointed on deputation basis initially for a period of one year for the under mentioned posts. The officers / officials retired from High Court / District Courts as also from Defence Services may apply for appointment on re-employment on contract basis.

- (a) Section / Tribunal Officer : 02 (TWO) Posts
- (b) Principal Private Secretary: 01 (ONE) Post
- (c) Private Secretary : 01 (ONE) Post
- (d) Stenographer Grade – I : 01 (ONE) Post
- (e) Stenographer Grade–II : 02 (TWO) Posts
- (f) Junior Librarian : 01 (ONE) Post
- (g) Upper Division Clerk : 03 (THREE) Posts
- (h) Lower Division Clerk : 03 (TWO) Posts
- (i) Date Entry Operator : 02 (TWO) Posts

Details regarding eligibility criteria & format for application, etc., are given in the Tribunal's website : [www.aftkolkata.nic.in](http://www.aftkolkata.nic.in)

Applications complete in all respect must reach the undersigned by name in a sealed cover at the address mentioned above or by Registered Post or by hand by 30<sup>th</sup> November, 2016.

  
( SUKADEV SARANGI )  
REGISTRAR



**ARMED FORCES TRIBUNAL**  
**REGIONAL BENCH, KOLKATA**  
**O-6, CLYDE ROW, HASTINGS, KOLKATA – 700 022**  
**(TELE NO. : 033-2223-6877 : FAX NO. : 033-2223-6832)**

File No. : 2(2)/AFT/RBK/SELEC/2009/VOL.VI/\_\_\_

Dated : 07<sup>th</sup> October, 2016

**CIRCULAR**

Application are invited for filling up the following posts in the Armed Forces Tribunal, Regional Bench, Kolkata from retired Government Officials on deputation basis / Ex-servicemen for appointment on contract basis for a period of one year OR till the posts are filled up by way of Recruitment Rules; whichever is earlier.

Sl. No.	Name of the Post	No of Posts	Pay Scale	Eligibility
1.	Section / Tribunal Officer	02 (TWO)	Pay Band – II (Rs. 9300 – 34,800 + Grade Pay of Rs. 4600/- (As per VI CPC)	(a) Holding analogous post on regular basis; or, (b) Holding post of Assistant or equivalent in the scale of Rs. 5500-175-9000 (pre-revised) and possessing following educational qualifications : <b>Essential</b> (a) Degree from a recognized University or equivalent. (b) Knowledge in Computer Operation. (c) NOTE – Preference shall be given to persons having Degree in Law.
2.	Principal Secretary Private	01 (ONE)	Pay Band – III (Rs. 15600 - 39,100 + Grade Pay of Rs. 6600/- as per VIth CPC)	(a) Holding analogous post on regular basis; or (b) Holding Post of Private Secretary or equivalent in the scale of Rs. 9300-34800 + Grade Pay of Rs. 4600/- <b>Essential</b> (a) Stenography in English – 100 WPM (b) Typing Speed of 35 WPM (c) Graduate in any field or its equivalent. (d) Knowledge in Computer Operation. NOTE : Officer possessing Degree in Law will be given preference.

*Savani*

Sl. No.	Name of the Post	No of Posts	Pay Scale	Eligibility
3.	Private Secretary	01 (ONE)	Pay Band – II (Rs. 9300-34800) + Grade Pay of Rs. 4600/- (as per VIth CPC)	(a) Holding analogous post on regular basis; or (b) Holding Post of Private Secretary or equivalent in the scale of Rs. 9300-34800 + Grade Pay of Rs. 4600/- <b>Essential</b> (a) Stenography in English – 100 WPM (b) Typing Speed of 35 WPM (c) Graduate in any field or its equivalent. (c) Knowledge in Computer Operation. NOTE : Officer possessing Degree in Law will be given preference.
4.	Stenographer Grade – I	01 (ONE)	Pay Band – II (Rs. 9300 – 34,800 + Grade Pay of Rs. 4600/- (As per VI CPC)	(a) Holding analogous post on regular basis; or (b) Holding Post of Private Secretary or equivalent in the scale of Rs. 9300-34800 + Grade Pay of Rs. 4600/- <b>Essential</b> (c) Stenography in English – 100 WPM (d) Typing Speed of 35 WPM (e) Higher Secondary Pass in any field or its equivalent. (f) Knowledge in Computer Operation.
5.	Stenographer Grade – II	02 (TWO)	Pay Band – I (Rs. 5200 – 20,200 + Grade Pay of Rs. 2400/- (As per VI CPC)	(g) Holding analogous post on regular basis; or (h) Holding Post of Private Secretary or equivalent in the scale of Rs. 5200-20200 + Grade Pay of Rs. 2400/- <b>Essential</b> (i) Stenography in English – 80 WPM (j) Typing Speed of 30 WPM (k) Higher Secondary Pass in any field or its equivalent. (l) Knowledge in Computer Operation. NOTE : Officer possessing Degree in Law will be given preference.
6.	Upper Division Clerk	03 (THREE)	Pay Band I (Rs. 5200 – 20200 + Grade Pay of Rs. 2400/- (as per VIth CPC)	(a) Persons having degree from a recognized University; and (b) Knowledge in Computer Operation.
7.	Lower Division Clerk	02 (TWO)	Pay Band I (Rs. 5200 – 20200 + Grade Pay of Rs. 1900/- (As per VIth CPC)	(a) Persons having passed Higher Secondary from a recognized Board/University; and (b) Knowledge in Computer Operation.

*Saw my*



Sl. No.	Name of the Post	No of Posts	Pay Scale	Eligibility
8.	Data Entry Operators	02 (TWO)	Pay Band I (Rs. 5200 – 20200 + Grade Pay of Rs. 1900/- (As per Vith CPC)	(a) Persons having passed Higher Secondary from a recognized Board/University; and (b) Knowledge in Computer Operation.
9.	Junior Librarian	01 (ONE)	Pay Band – II (Rs. 9300-34800) Grade Pay of Rs. 4200/- (As per Vith CPC)	(a) Graduate in the Field of Library (b) Having experience in library dealing for more than 5 years.

The vacancies shown in this circular are tentative in nature, which may increase or decrease.

**In case of Deputation.**

- The Departmental Officer 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 AFT shall not be eligible or consideration for appointment on promotion.
- The period on deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central / State 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 the application.
- The pay of the officers selected on deputation basis will be governed in accordance with DoP & O.M. No. 3(19)/2009-Estt.(Pay-II) dt. 17.06.2010; as amended from time to time.
- While forwarding the application of the eligible candidates, ACRs for the last five years may be annexed by the forwarding officer.

The pay of the Officer / staff selected <sup>or on re-employment on contract basis</sup> will be governed in accordance with DoP&T, O.M. No. 3(19)/2009-Estt.(Pay-II) dt. 05.04.2010, as amended from time to time.

The maximum age limit for the re-employment on contract basis is 64 years. The appointment of the retired Government Officers / Officials will be made only on contract basis on usual terms and conditions and fixation of pay. The gross pension may be deducted from the pay fixed. Such appointments will be made for a maximum period of one year or till the posts are filled up as per the Recruitment Rules or regular basis; whichever is earlier.

Candidates those who applied and attended screening tests for any of the above post in this Tribunal as per the Circular dt. 02.12.2015 need not apply again. Their earlier applications may be take into consideration alongwith other fresh candidates. However, any person since attained the age of 62 years will not be considered.

Incomplete applications received will be summarily rejected without any notice, whatsoever. Retired persons from Central Govt. / State Govt. who have attained more than 62 years of age need not to apply.

*Savary*

The applications in the prescribed proforma (Annexure I) may be forwarded by the eligible candidates to the undersigned latest by 30<sup>th</sup> November, 2016 in a sealed cover alongwith self attested copies of entire relevant documents. Applications received after the last date will not be entertained.

Applications for one year contractual basis from Ex-servicemen, retired Central Govt. and State Govt. / High Court will be accepted.

  
( SUKADEV SARANGI )  
REGISTRAR 21/11/16

**CURRICULUM VITAE PROFORMA**

SELF ATTESTED PHOTOGRAPH
-----------------------------

1. Name and address (In Block Letters) :
  
2. Date of Birth (in Christian era) :
  
3. Date of retirement under Central / State Govt. 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	Qualifications / Experience possessed by the officer
<b>Essential</b>	(1)		
	(2)		
	(3)		
<b>Desired</b>	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by by above, you meet the requirement of the post. :

7. Details of Employment, in chronological order. Enclose separate sheet, duly authenticated by your signature, if the space below in insufficient. :

Office/Post held Institution	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

=====

8. Nature of present employment, i.e., adhoc or Temporary :  
Or Quassi – permanent :
9. In case of 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 :  
you belong, :
10. 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 Organisation :  
(d) Government Undertaking :  
(e) Universities :  
(f) Others :
11. Please state whether you are working in the same Department :  
And are in the feeder grade or feeder to feeder grade, :
12. 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 :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to :  
mention 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 Vacancy circular / Advertisement). :  
(NOTE : Enclose a separate sheet, if the space is insufficient) :
15. Please state whether you are applying on deputation :  
(ISTC) / Absorption / Re-employment Basis. (Officers under :  
Central / State Government are only eligible for "Absorption". :  
Candidates of non-Government Organizations are eligible only for :  
Short Term Contract). :



16. Whether belongs to SC/ST :

17. Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation With the professional bodies / institutions / societies and, (iv) any other information).

NOTE : Enclose a separate sheet if the space is insufficient.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post applied for.

( Signature of the Candidate )

Complete Address with Contact numbers.

Dated :

**COUNTERSIGNED**  
**(IF APPLICABLE)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Seal of the employer)