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

Tele: 0361-3569297

APHC Building, 2<sup>nd</sup> Floor  
Dr. BK Kakati Road, Rehabari  
Guwahati-781008

F. No. AFT/RB/GHY/2003/01Admin

Dated: 27 May 2024

**VACANCY CIRCULAR**

Applications are invited for filling up the posts of **Principal Private Secretary (PPS), Tribunal Officer/Section Officer (SO/TO), Assistant, Junior Accounts Officer, Junior Accountant, Stenographer Gd-II, UDC, LDC & Data Entry Operator** in the Armed Forces Tribunal, Regional Bench, Guwahati on deputation basis for a period of three years from suitable candidates, who fulfil the eligibility conditions:-

| Sr No | Name of the post                                                                              | No of post | Pay scale (Rs.)                       | Eligibility conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|-----------------------------------------------------------------------------------------------|------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01    | Principal Private Secretary (PPS) (General Central Service, Group 'A', Gazetted, Ministerial) | 02         | 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>(a) holding analogous post on regular basis in parent cadre or department; or</p> <p>(b) with six years regular service in the parent cadre or department in posts in Level-8 of the Pay Matrix; or</p> <p>(c) with seven years 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><b>Note:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed three years.</p> |

| Sr No | Name of post                                                                                     | No of post | Pay scale                            | Eligibility conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|--------------------------------------------------------------------------------------------------|------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02    | Tribunal Officer/Section Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) | 02         | Pay Matrix Level-7 (Rs.44900-142400) | <p>Persons working under Central Government or State Government or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a) <b>Holding</b></p> <p>(i) analogous post on regular basis in parent cadre or department; or</p> <p>(ii) post in the Level-5 of the Pay Matrix (Rs 29200-92300) with five years regular service in the grade; and</p> <p>(b) Possessing the following educational qualification and experience :-</p> <p>(i) Degree of a recognized University; and</p> <p>(ii) Having 2 years experience in personnel, administrative or judicial work.</p> <p><b>Desirable – Degree in Law</b></p> <p><b>Note:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or department of the Central Government shall ordinarily not exceed <b>three years</b>.</p> |
| 03    | Assistant (General Central Service, Group 'B', Non-Gazetted, Ministerial)                        | 02         | Pay Matrix Level-6 (Rs.35400-112400) | <p>Officials working under Central Government or State Government or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits:</p> <p>(a)(i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Upper Division Clerk in level-4 of the pay Matrix (Rs. 25500-81100) with 10 years regular service in the grade.</p> <p>(b)(i) Possessing Degree from recognized University; and</p> <p>(ii) Having 2 years experience in establishment, administration or Accounts.</p> <p><b>Note:</b> 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 <b>three years</b>.</p>                                                                                                              |

| S. No | Name of post                                                                                   | No of post | Pay scale                               | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|------------------------------------------------------------------------------------------------|------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04    | Junior Accounts Officer<br>(General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) | 01         | Pay Matrix Level-6<br>(Rs.35400-112400) | <p>Officers under the Central Government :-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years service in level-5 of the pay Matrix (Rs. 29200-92300) rendered after appointment thereto on regular basis; and</p> <p>(b) who have undergone training in cash and accounts work in the institute of Secretarial Training and Management or an equivalent course from a recognised institute and having two years experience of cash accounts and budget work.</p> <p><b>Note:</b> 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 <b>three years</b>.</p> |
| 05    | Junior Accountant<br>(General Central Service, Group 'C', Non-Gazetted, Non-Ministerial)       | 01         | Pay Matrix Level-5<br>(Rs.29200-92300)  | <p>Officials under the Central Government:-</p> <p>(a)(i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) five years regular service in the level-4 of the pay Matrix (Rs. 25500-81100); and</p> <p>(b)(i) Possessing Bachelor's Degree from recognized University.</p> <p><b>Note:</b> 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 <b>three years</b>.</p>                                                                                                                                                                                                                         |

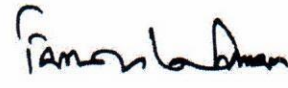
| Sr No | Name of post                                                                               | No of post | Pay scale                           | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------|--------------------------------------------------------------------------------------------|------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06    | Stenographer Grade-II (General Central Service, Group 'C', Non-Gazetted, Non- Ministerial) | 03         | Pay Matrix Level-4 (Rs.25500-81100) | <p>Officers working under Central Government or State Government or Tribunals or Commissions or Statutory bodies or Courts:</p> <p>(i) holding analogous post on regular basis; or</p> <p><b>Essential :</b></p> <p>(a)i 12<sup>th</sup> class pass or equivalent qualification from a recognized institute or Board or equivalent; or</p> <p>(b) Skill Test Norms : On computer</p> <p>(c) Dictation: 10 minutes @80 words per minute</p> <p>(d) Transcription : 50 minutes (English): 65 minutes (Hindi)</p> <p>(e) Computer training course of at least six months duration</p> <p><b>Note:</b> 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 <b>three years</b>.</p> |

|    |                                                                         |    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------|----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07 | UDC (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) | 02 | Pay Matrix Level-4 (Rs.25500-81100) | <p>Officers from Central Government or State Government or Tribunals or Commissions or Statutory bodies or Courts:</p> <p>(a)(i) holding analogous post on regular basis in parent cadre or department, or</p> <p>(ii) holding the post in the Pay Matrix Level-2 ( Rs 19900-63200) with 8 years regular service.</p> <p><b>Note:</b> 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 <b>three years</b>.</p> |
|----|-------------------------------------------------------------------------|----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Sr No | Name of post                                                                               | No of post | Pay scale                              | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|--------------------------------------------------------------------------------------------|------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08    | LDC<br>(General Central Service, Group 'C', Non-Gazetted, Non-Ministerial)                 | 03         | Pay Matrix Level-2<br>(Rs.19900-63200) | <p>Officials possessing the following qualifications and holding analogous posts on regular basis in the Central Government or State Government or Tribunals or Commissions or Statutory bodies or Courts :-</p> <p>(i) 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University; and</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><b>Note:</b> 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 <b>three years</b>.</p>                                                        |
| 09    | Data Entry Operator<br>(General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) | 03         | Pay Matrix Level-2<br>(Rs.19900-63200) | <p>Officials from the Central Government or State Government or Tribunals or Commissions or Statutory bodies or Courts:-</p> <p>(a)(i) holding analogous post on regular basis in parent cadre or department ;</p> <p>(ii) holding post(s) in the Pay Band-1 (Rs. 5200-20200 plus Grade Pay of Rs 1900) (6<sup>th</sup> CPC) with two years regular service in the grade.</p> <p><b>Essential :</b></p> <p>(b) (i) 12<sup>th</sup> pass or equivalent qualification from recognized institution or Board or equivalent; and</p> <p>(ii) Diploma or certificate in information technology or computer field and</p> <p>(iv) Knowledge of Data Entry or Computer operation (should possess a speed of not less than 8000 key depressions per hour for data entry work).</p> <p><b>Desirable: Graduate from a recognized university.</b></p> <p><b>Note:</b> The speed of 8000 Key Depressions per hour for data entry works is to be judged by conducting a speed test on the Electronic Data of Processing (EDP) Machine(s) by the Competent Authority.</p> |

2. The pay of the officers/officials selected on Deputation basis will be governed by DoP&T M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010, as amended from time to time.
3. The departmental officers/officials 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 application.
5. The application in the prescribed pro-forma (Annexure-I) of the eligible officer/officials, who can be spared in the event of his/her selection may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, Guwahati, 2<sup>nd</sup> Floor, Assam Police Housing Corporation Building Ltd, BK Kakati Road, PO-Rehabari, Guwahati-781008 by the Department latest by 10 July, 2024 along with photo copies of Annual Confidential Reports for the last five years of the candidates along with Vigilance Clearance Certificate.
6. The applications received without supporting documents, photograph, unsigned and incomplete in any manner, shall be summarily rejected.
7. Those who have already applied in response to Circular dated 01 Mar 2024 and Corrigendum Vacancy Circular dated 27 Mar 2024 need not apply again.
8. 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).
9. Number of vacancies reflected above may vary.
10. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Enclosure: Annexure-1

  
(SMF Rahman)  
Registrar (i/c)

Distribution:

1. Principal Registrar, AFT (PB) New Delhi, West Block VIII, RK Puram, New Delhi-66 with a request to upload the vacancy circular in PB website.
2. The Chief Secretary, Govt of Assam, Dispur
3. The Registrar General, Gauhati High Court, Guwahati
4. The District & Sessions Judge, Kamrup, Guwahati
5. HQ 51 Sub Area, C/o 99 APO
6. HQ 19 Wing, Air Force, C/o 99 APO
7. HQ 5 Wing, Air Force, C/o 99 APO
8. PRO, Army Narengi
9. AFT (RB) Guwahati-website, www.aftbghy.nic.

## ANNEXURE-I

### BIO-DATA/CURRICULUM VITAE PROFORMA

| <b>Post applied for</b>                                                                                                                                                                                                                                             |                                   |             |           |                                                                            |                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------|-----------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>1. Name and Address<br/>(in Block Letters)</b>                                                                                                                                                                                                                   |                                   |             |           |                                                                            |                                                                                               |
| <b>2. (i) Date of Birth (in Christian era)</b>                                                                                                                                                                                                                      |                                   |             |           |                                                                            |                                                                                               |
| <b>(ii) Mobile No.</b>                                                                                                                                                                                                                                              |                                   |             |           |                                                                            |                                                                                               |
| <b>(iii) E-mail I.D.</b>                                                                                                                                                                                                                                            |                                   |             |           |                                                                            |                                                                                               |
| <b>3. (i) Date of entry into service</b>                                                                                                                                                                                                                            |                                   |             |           |                                                                            |                                                                                               |
| <b>(ii) Date of Retirement under Central/<br/>State Government Rules</b>                                                                                                                                                                                            |                                   |             |           |                                                                            |                                                                                               |
| <b>4. Educational Qualifications</b>                                                                                                                                                                                                                                |                                   |             |           |                                                                            |                                                                                               |
| <b>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)</b>                                              |                                   |             |           |                                                                            |                                                                                               |
| <b>Qualifications/Experience required as mentioned in the advertisement/circular</b>                                                                                                                                                                                |                                   |             |           | <b>Qualifications/experience possessed by the officer</b>                  |                                                                                               |
| <b>Essential</b>                                                                                                                                                                                                                                                    |                                   |             |           | <b>Essential</b>                                                           |                                                                                               |
| <b>A) Qualification</b>                                                                                                                                                                                                                                             |                                   |             |           | <b>A) Qualification</b>                                                    |                                                                                               |
| <b>B) Experience</b>                                                                                                                                                                                                                                                |                                   |             |           | <b>B) Experience</b>                                                       |                                                                                               |
| <b>Desirable</b>                                                                                                                                                                                                                                                    |                                   |             |           | <b>Desirable</b>                                                           |                                                                                               |
| <b>A) Qualification</b>                                                                                                                                                                                                                                             |                                   |             |           | <b>A) Qualification</b>                                                    |                                                                                               |
| <b>B) Experience</b>                                                                                                                                                                                                                                                |                                   |             |           | <b>B) Experience</b>                                                       |                                                                                               |
| <b>5.1 Note :</b> 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 Employment News. |                                   |             |           |                                                                            |                                                                                               |
| <b>5.2 . In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</b>                                                                                                               |                                   |             |           |                                                                            |                                                                                               |
| <b>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</b>                                                                                                   |                                   |             |           |                                                                            |                                                                                               |
| <b>6.1 Note :</b> 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.                 |                                   |             |           |                                                                            |                                                                                               |
| <b>7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>                                                                                                         |                                   |             |           |                                                                            |                                                                                               |
| <b>Office/Institution</b>                                                                                                                                                                                                                                           | <b>Post held on regular basis</b> | <b>From</b> | <b>To</b> | <b>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</b> | <b>Nature of Duties (in detail) highlighting Experience required for the post applied for</b> |
|                                                                                                                                                                                                                                                                     |                                   |             |           |                                                                            |                                                                                               |

\*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/organization.                                                                                  |                                                          |                                                                           |                                                                                                 |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.                                                                                                                                                                                  |                                                          |                                                                           |                                                                                                 |
| 11. Additional details about present employment :<br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government.<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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 and also indicate the pre-revised scale.                                                                                                                                                                       |                                                          |                                                                           |                                                                                                 |

.... 3/-

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| 14. Total emoluments per month now drawn |           |                  |
|------------------------------------------|-----------|------------------|
| Basis 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 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 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, 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.

(Signature of the candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

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

### **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 OrA 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)