

GOVERNMENT OF INDIA

ARMED FORCES TRIBUNAL, REGIONAL BENCH, LUCKNOW

Tele : 0522 – 2480132

Armed Forces Tribunal  
Regional Bench  
3, RAK Marg  
Lucknow – 226 002

08(08A)/AFT-Lko/Vacancy/Estt./2023

18.01.2023

VACANCY CIRCULAR

1. Applications are invited from the eligible candidates, who fulfill the eligibility criteria mentioned below, for engagement as Consultants against the below mentioned posts in the Armed Forces Tribunal, Regional Bench, Lucknow for a period of six months or till the said posts are filled up by regular mode of appointment/recruitment at a fixed monthly remuneration given against each post:

Ser No.	Name of Post	No. of Post	Consolidated monthly remuneration	Eligibility Conditions
1.	Principal Private Secretary	03	Rs. 80,000/-	<p>Retired (Stenographers) of Central Government or State Government or Supreme Court or High Court or District Courts or <b>Statutory/ Autonomous Bodies having pensionary benefits:-</b></p> <p>(a) Analogous post on regular basis in the parent cadre or Department ; or</p> <p>(b) With <b>six</b> years regular service in the parent cadre or Department in posts in Level 8 of the pay Matrix; or</p> <p>(c) With <b>seven</b> years regular service in the parent cadre or Department in post in level 7 of the pay Matrix.</p> <p>(d) Must be capable of taking dictation in short hand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such manner as he/she may direct.</p> <p>(e) Must have very good knowledge of working on computer (MS Office Software) and internet.</p>

				<p>(f) The Consultant may be attached with Officers of any level and he/she will have to work independently without any assistant.</p> <p>(g) Armed Forces Tribunal, Regional Bench, Lucknow will shortlist the applications based on details furnished in the application forms. This Bench also reserves the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of Consultants shall be final and binding upon the applicants.</p> <p><i>Desirable : Knowledge in computer operation.</i></p>
2.	Tribunal Master (Stenographer Grade 'I')	03	Rs. 44,000/-	<p>Retired Stenographers of the Central Government or State Government or Supreme Court or High Court or District Courts or <b>Statutory/Autonomous bodies having pensionary benefits:-</b></p> <p>(a) analogous post on regular basis in parent cadre or department; or</p> <p>(b) post in the level 4 of the pay matrix (Rs. 25500-81100) with 10 years regular service in the grade.</p> <p>(c) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.</p> <p>(d) Must have very good knowledge of working on computer (MS Office and internet).</p> <p>(e) The consultant may be attached with the officers of any level and he/she will have to work independently without any assistance.</p> <p>(f) Armed Forces Tribunal, Regional Bench, Lucknow will shortlist the applications based on details furnished in the application forms. This Bench also reserves the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of consultants shall be final and binding upon the applicant.</p>




4.	Assistant	03	Rs. 44,000/-	<p>Retired officials who have worked under Central Government or State Government or Supreme Court or High Court or Subordinate Courts or <b>Statutory/Autonomous bodies having pensionary benefits:-</b></p> <p>(a) (i) analogous post on regular basis in parent cadre or department; or</p> <p>(ii) Upper Division Clerks in Level 4 of the pay Matrix (Rs. 25500-81100) with 10 years regular service in the grade in Central Government or State Government or Supreme Court or High Court 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>
7.	Junior Librarian/ Library & Information Assistant	01	Rs. 44,000/-	<p>Retired officials of Central Government or State Governments or Supreme Court or High Court or Subordinate Courts or <b>Statutory/Autonomous bodies having pensionary benefits:-</b></p> <p><u>Essential</u></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institution;</p> <p>(ii) Two years' professional experience in a Library under Central/State Government/Autonomous or Statutory Organisation/PSU/University or Recognised Research or Educational Institute.</p> <p><u>Desirable</u></p> <p>Diploma in Computer Application from recognized University or Institute.</p>

2. Consultant should be well acquainted with the functioning of the Central Government or its departments and various rules/regulations issued by the Central Government, from time to time.

3. Apart from the monthly consolidated remuneration, as mentioned above, subject to TDS, Consultants shall not be entitled to any kind of allowances such as Dearness Allowance, Conveyance Allowance, House Rent Allowance and any other facilities like Residential Accommodation, Personal Staff, Transport, CGHS and Medical Reimbursement, etc.

4. Consultant to be engaged on full time basis shall not be permitted to take up any other assignment during the period of their consultancy in the Armed Forces Tribunal, Regional Bench, Lucknow.
5. Consultants shall be eligible for 01 (one) day's leave for each completed month of his/her term as Consultant on *pro rata* basis. The unavailed leave will not be carried over to the next term.
6. The engagement of Consultants is purely contractual in nature initially for a period of six months, which may be extended, subject to approval of the competent authority.
7. The engagement of Consultants can be terminated at any time without assigning any reason whatsoever. However, if the Consultant is not willing to work for any reason whatsoever, he/she will have to give at least one month's notice to the office. The decision of the HoD, Regional Bench, Lucknow shall be final in all respects.
8. Consultants shall follow the normal working hours as prescribed from 09.30 a.m. to 0530. p.m.. However, as per exigencies, they may be required to sit late to complete the time bound work.
9. Maximum age limit for engagement as Consultant shall not exceed 65 years as on the closing date of receipt of applications.
10. The applications in the prescribed *pro forma* (Annexure-1) of the eligible candidates, who meet the criteria, may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, 3, RAK Marg, PO- Dilkusha, Lucknow by 10.02.2023 along with copies of PPO and other testimonials/certificates in support of their candidature. Application is required to be submitted in triplicate.
11. The applications received without supporting documents, photograph, unsigned and incomplete in any manner or if any information furnished is found false or if applicant has suppressed any material information, the application of such candidate shall be rejected summarily.
12. Number of vacancies reflected above may vary.
13. No TA/DA shall be payable to the candidates for appearing in the interview.

  
 (Seemit Kumar)  
 Lt Col (Retd)  
 Registrar Incharge

Distribution:

1. The Principal Registrar, AFT, Principal Bench, New Delhi – with a request for uploading on the website.
2. The Registrar General, High Court of Judicature at Allahabad, Allahabad (UP).
3. The Registrar General, High Court of Uttarakhand, Nainital.
4. The Under Secretary, MoD, AFT Cell, South Block, New Delhi.
5. The Chief Secretary, Govt. of Uttar Pradesh, Lucknow.
6. Director General of Resettlement, IHQ of MoD, Sena Bhawan, New Delhi -110011
7. Director, Sainik Kalyan evam Punarvas Nideshalaya, Lucknow.
8. Army Welfare Placement Organisation, C/o Surya Canteen, Atal Road, Lucknow.
9. The Registrar, Central Administrative Tribunal, Lucknow.
10. The Registrar, Debt Recovery Tribunal, Lucknow.
11. Guard File.



## Annexure-I

Latest  
photograph  
duly self  
attested

## APPLICATION FORMAT FOR CONSULTANT

1.	Name in full (BLOCK LETTER)	
2.	Father's Name	
3.	Address for correspondence with pin code	
4.	Mobile No. & email id	
5.	Date of Birth (Age as on closing date of receipt of application)	
6.	Date of Superannuation from Govt. Service	
7.	Designation and post at the time of retirement	
8.	Name & address of last office from where retired	
9.	Basic pension drawn (PPO Copies to be attached)	
10.	Last pay drawn at the time of retirement	
11.	Pay Level as per pay matrix of 7 <sup>th</sup> CPC at the time of retirement	
12.	Educational Qualification	
13.	Brief particulars of work experience in Govt. Service for the last 10 years.	

Attach a separate sheet) as per following format:-

MINISTRY/DEPARTMENT/ ORGANISATION	POST HELD	PERIOD	NATURE OF WORK

14.	Details of present employment (Wherever applicable)	
15.	Additional relevant information if any in support of your suitability for the said engagement (attach a separate sheet, if necessary)	

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions of engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if any of the information given is found to be false or found false guilty of any type of misconduct.

Place :

Date :

Signature of candidate

Name \_\_\_\_\_