OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.F1(1)/Cir./Admn.(N/W)/RC/2023/ 11401-11478 Date: 15/04/2023

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers posted in North West District, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
2. All Ld. Judges, Family Courts, North West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
3. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control.
4. Ld. Secretary, DLSA, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control.
5. All the Branch In-Charges, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
6. The PS to the Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
7. The Caretaker, Rohini Courts Complex, Delhi with direction to affix the same on all the notice boards inside Court premises.
8. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
9. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
10. The Record Officer, North-West District, Rohini Courts, Delhi.
11. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

(Officer In-Charge)
Administration Branch- I & II
North-West District
Rohini Courts, Delhi

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ARMED FORCES TRIBUNAL, PRINCIPAL BENCH

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West Block - VIII
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New Delhi – 110 066

1219

F. No. 2(17)/2013/Rect/AFT/PB/Adm-I 11

Dated: 06 April, 2023

CIRCULAR

Applications are invited for filling up the posts of **Financial Adviser and Chief Accounts Officer, Deputy Controller of Accounts, Principal Private Secretary, Assistant Registrar, Private Secretary, Assistant, Tribunal Master/Steno Grade-'I', Accounts Officer, and Junior Accounts Officer in the Armed Forces Tribunal, Principal Bench, New Delhi** 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
1.	**Financial Adviser and Chief Accounts Officer** (General Central Service Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level-13 (Rs 123100-215900)	Officer of the organised accounts cadre of the Central Government: (i) holding analogous posts on regular basis; or (ii) with five years regular service in the level-12 in the pay matrix (Rs. 78800-209200). **Note** : The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or Department of the Central Govt. shall not ordinarily exceed **five years.**
02.	**Deputy Controller of Accounts** (General Central Service Group 'A' Gazetted Non-Ministerial)	01	Pay Matrix Level - 11 (Rs 67700-208700)	Officer of the organised Accounts Cadre of the Central Government:- (iii) holding analogous posts on regular basis; or (iv) with five years of regular service in Level-10 in the pay matrix (Rs. 56100-177500) Note: 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.**

Ltr. etc. (Admn)
DR&S (NW)
12/04/2023

03.	**Principal Private Secretary** (General Central Service Group 'A' Gazetted, Ministerial)	04	Pay Matrix Level - 11 (Rs 67700-208700)	Stenographers in Central Government or State Governments or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits: (a) holding analogous post on regular basis in parent cadre of department; or (b) with six years regular service in the parent cadre or department in posts in Level - 8 of the Pay Matrix; or (c) with seven years in regular service in the parent cadre or department in posts in Level - 7 of the Pay Matrix. Desirable: - Knowledge in computer operation. **Note:** 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 **three years.**
04.	**Assistant Registrar** (Protocol) (General Central Service, Group 'B' Gazetted Non-Ministerial)	01	Pay Matrix Level - 9 (Rs 53100-167800)	Officers working under Central Government or State Government or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits: (a) Holding (i) analogous post on regular basis in parent cadre or department; or (ii) post in level 8 or the pay matrix (Rs. 47600-151100) with two years regular service in grade, or (iii) post in level 7 of the pay matrix (44900-142400) with three years regular service in the grade; and (b) Essential : possessing the following educational qualifications and experience, namely (ii) degree of a recognized University or equivalent; and

				(ii) having 2 years experience in protocol related work. Desirable: Degree in Law and having experience in protocol work. Note : 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 organisation/department or the Central Government shall ordinarily not exceed three years.
05.	**Private Secretary** (General Central Service Group 'B' Gazetted, Ministerial)	02	Pay Matrix Level - 7 (Rs 44900-142400)	Stenographers in Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/Autonomous bodies having pensionary benefits, holding: (i) analogous post on regular basis in parent cadre or department; or (ii) a post in Level- 6 of the Pay Matrix (Rs 35400-112400) with five years' regular service in the grade. **Note:** 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.
06.	**Assistant** (General Central Service, Group 'B' Non-Gazetted Ministerial)	02	Pay Matrix Level - 6 (Rs 35400-112400)	Officials working under Central Government or State Governments or Supreme Court or High Courts or Subordinate Courts or Statutory/ Autonomous bodies having pensionary benefits: (a) (i) holding analogous post on regular basis in parent cadre or department; or (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 Governments or Supreme Court or High Courts or Subordinate Courts.

				(b) (i) Possessing Degree from recognised University; and (ii) having 2 years' experience in establishment, administration or Accounts. Note: 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.**
07.	**Tribunal Master/ Stenographer Grade-'I'** (General Central Services Group 'B' Non Gazetted Ministerial)	05	Pay Matrix Level - 6 (Rs 35400-112400)	Stenographers of the Central Government or Armed Forces or State Governments or Supreme Court or High Courts or District Courts or Statutory/Autonomous bodies having pensionary benefits holding: (i) the analogous post on regular basis in parent cadre or department or (ii) post in Level 4 of the Pay Matrix (Rs 25500-81100) with 10 years' regular service in the grade. **Note:** 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 Armed Forces Central Government shall ordinarily not exceed **three years.**
08.	**Accounts Officer** (General Central Service Group 'B' Non-Gazetted, Non-Ministerial)	02	Pay Matrix Level - 7 (Rs 44900-142400)	Officer of the organised Accounts Cadre of the Central Government:- (i) holding analogous posts on regular basis; or (ii) Junior Accounts Officer of the organised Accounts Cadre of the Central Government/any Bench of the Armed Forces Tribunal in the Level-6 in the Pay Matrix (Rs 35400-112400) with five years of regular service in the grade.

				Note: 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 **three years.**
9.	**Junior Accounts Officer** (General Central Services Group 'B' Non- Gazetted, Non-Ministerial)	02	Pay Matrix Level - 6 (Rs 35400-112400)	Officers under the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years service in the level-5 in the Pay Matrix (Rs 29200-92300) rendered after appointment thereto on regular basis, and (b) who have under gone training in cash and accounts work in the institute of Secretariat training and management or an equivalent course from a recognised institute and having two years experience of cash accounts and budget work. **Note:** 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 **three years.**

2. The pay of the officer selected on deputation basis will be governed by DoP&T O.M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010, 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 with a residual service of four years on the closing date of receipt of applications

5. The application in the prescribed pro forma (Annexure-I) of the eligible officer, who can be spared in the event of his/her selection may be forwarded to the Principal Registrar, Armed Forces Tribunal, Principal Bench, West Block-VIII, Sector-I, R.K. Puram, New Delhi – 110 066 by the Department latest by 08.05.2023 (Monday) along with photo copies of the **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. 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).

8. Number of vacancies reflected above may vary.

(Bhagat Singh)
Dy. Director (Doc)

Enclosure: Annexure-1

Distribution :-

AFT, Principal Bench, New Delhi – Website, ***www.aftdelhi.nic.in***

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

Post applied for	
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 Government 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 as mentioned in the advertisemen/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 of 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 Candidate (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

.....2/-

*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 integrality 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 : 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 and also indicate the pre-revised scale.	

.....3/-

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)

Date:

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 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)