

GOVERNMENT OF INDIA
ARMED FORCES TRIBUNAL, REGIONAL BENCH, JAIPUR

Near Sapta Sakti Gate, Sawai Jai Singh Highway,
Bani Park, Jaipur-302016

AFT/RB/JP/Estt/54(15)/ 504

Dated: 12 Jul 2024

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, Jaipur **for a period of 01 (One) year or till the said posts is filled up by regular mode of appointment/recruitment at a fixed monthly remuneration given against each post :-**

S. No	Name of the Post	No. of post	Monthly consolidated remuneration	Eligibility conditions
1.	Private Secretary	01	Rs. 60,000.00	<p>Stenographers in Central Government or State Government or Supreme Court 'or High Courts or District Courts or Statutory / Autonomous bodies having pensioner benefits,</p> <p>(i) Who have been holding analogous post on regular basis in parent cadre or department in Pay level -7.</p> <p>(ii) a post in Level 6 of Pay Matrix with five years regular services in the grader,</p> <p>(iii) 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 manner as he/she may direct.</p> <p>(iv) Must have very good knowledge of working on computer (MS Office software) and internet.</p> <p>(v) The Consultant may be attached with the officers of any level and he/she will have to work independently without any assistance.</p> <p>(vi) Armed Forces Tribunal Regional Bench, Jaipur will shortlist the applications based on details furnished in the applications forms. This Bench reserves the right to conduct a screening test including a proficiency test in shorthand/tying 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 application.</p>
2.	Assistant	02	Rs. 48,000.00	<p>Retired Government Officer/officials from the Central Government or State Government or Supreme Court or High Court or District Courts or Statutory/Autonomous bodies having pensionary benefits in the Level- 6.</p>

2. Consultant should be well acquainted with the functioning of the Central Government of 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 or any other facilities like Residential Accommodation. Personal Staff, Transport, CGHS and Medical Reimbursement etc.
4. Consultants 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, Jaipur.
5. Consultants shall be eligible for 01 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 terms.
6. The engagement of Consultants is purely contractual in nature initially for a period of six months or till the post is filled up through regular basis, whichever is earlier, 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, Jaipur shall be final in all aspects.
8. Consultants shall follow the normal working hours as prescribed from 09.30 a.m. to 05.30 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 proforma (Annexure-1) of the eligible candidates, who meet the criteria, may be forwarded to the Registrar, Armed Forces Tribunal, Regional Bench, Jaipur by **08th August, 2024** along with copies of PPO and other testimonials/certificates in support of their candidature.
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.


 (Dr Chetna)
 Registrar

Enclosures: Annexure-1

Distribution:

1. All District & Sessions Judges of Rajasthan.
2. The Registrar General, Rajasthan High Court, Jodhpur, Rajasthan
3. Director Public Relation, Govt of Rajasthan, Secretariat, 'C' Scheme Jaipur – 302 005
4. Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110001
5. Principal Registrar, Principal Bench, New Delhi - With a request to post the Circular on the Principal Bench Website.
6. Armed Forces Tribunal Website-In-charge.
7. PPS to Hon`ble Members (J) & (A)
8. Office copy

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 were 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 th 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 _____