

PROFILE OF SERVICE, DUTIES AND CAREER
PROSPECTS OF SECTION OFFICER IN ARMED FORCES
HEADQUARTERS CIVIL SERVICE (AFHQ CS)

The Armed Forces Headquarters Civil Service was constituted in 1968 to provide continuity in the functioning of the Integrated Headquarters of the Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and the Inter-Service Organizations under the Ministry of Defence. The Service is contributing significantly in the functioning of Armed Forces Headquarters/Inter Service Organizations in all areas except those relating to combat aspects of the Armed Forces. The Joint Secretary (Trg) & Chief Administrative Officer of Ministry of Defence is the Cadre Controlling Authority and Head of the Department for AFHQ Civilian employees.

I- SERVICE PROFILE

(i) The Armed Forces Headquarters Civil Service has at present the following grades:-

Sl.No	Grade	Pay Band	Grade Pay (₹)	Method of Rectt
1.	Principal Director (Group 'A')	Pay Band -4 (₹ 37,400-67,000)	₹ 10,000	By Promotion
2.	Director (Group 'A')	Pay Band -4 (₹ 37,400-67,000)	₹ 8,700	By Promotion
3.	Joint Director (Group 'A')	Pay Band -3 (₹ 15,000-39,100)	₹ 7,600	By Promotion
4.	Deputy Director (Group 'A')	Pay Band -3 (₹ 15,000-39,100)	₹ 6,600	By Promotion
5.	Section Officer (Group 'B')	Pay Band -2 (i) (₹ 9,300-34,800) (on initial appointment) (ii) ₹ 15,600-39,100 (Non-functional scale/Grade Pay on completion of 04 years approved service)	(i) ₹ 4,800 (ii) ₹ 5400 (Non-functional Grade Pay)	(i) 50% by Direct Recruitment through UPSC. (ii) 50% by Promotion.
6.	Assistant (Group 'B', Non-Gazetted)	Pay Band -2 (₹ 9,300-34,800)	₹ 4,600	(i) 50% by Direct Recruitment through SSC. (ii) 50% by Promotion

(ii) Conditions of Service including leave, pension etc of Officers of AFHQ are governed by the rules, regulations and orders of the Central Government issued from time to time. In addition canteen (CSD) facility is also available to the AFHQ Civilian Officer/Staff.

II- **CAREER PROSPECTS:** There are altogether 500 Group 'A' posts in Deputy Director and above grades which provide promotional avenues for Section Officers. Under the existing rules and subject to availability of vacancies, Section Officers have the following promotional avenues:-

(a) Section Officers of the AFHQ Civil Service will be eligible for promotion to the grade of Deputy Directors on completion of 06 years approved service in the grade. In addition, there is upgradation (Non-Functional Scale) to the Grade Pay of ₹ 5400/- in PB-3 on completion of 04 years of approved service as Section Officer.

(b) Deputy Directors of the AFHQ Civil Service will be eligible for appointment to the Joint Director Grade and to other administrative posts on completion of 05 years of approved service in the grade.

(c) Joint Directors of the AFHQ Civil Service will be eligible for appointment to the Director grade and to other administrative posts on completion of 05 years of approved service in the grade.

(d) AFHQ Civil Service has 04 posts of Principal Director (Group 'A', PB-4 ₹ 37400-67000, Grade Pay ₹ 10, 000) above the level of Director. These four posts are filled by promotions from amongst Directors with three years of approved service.

III- **DUTIES OF SECTION OFFICERS IN AFHQ CIVIL SERVICE**

- (a) General duties such as management, distribution and coordination of work including supervision of staff.
- (b) Analysis and Independent disposal of cases.
- (c) Initiating notes and proposals in relevant cases.
- (d) Keeping track of ongoing cases and subsequent follow up.
- (e) Submission of periodic Reports & returns including collation of data.
- (f) Responsibility of efficient and expeditious disposal of work and checks on delays.
- (g) Ensuring strict compliance with instructions regarding treatment and safeguarding of classified documents and record maintenance.
- (h) Any other action which a Section Officer is authorized to take independently.