



Government of India
Ministry of Finance
Department of Financial Service
DEBTS RECOVERY TRIBUNAL-II
3rd Floor Bhikhubhai Chamber,
Beside Kochrab Ashram, Paldi, Ahmadabad.
Phone No.079- 26579343 Fax No. 079-26579341

No. DRT-2/Ahd/2-1/2017/

Dated, the 13th September 2017

VACANCY CIRCULAR

The Debts Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993. It is proposed to fill up vacancies in the following posts in this Tribunal from suitable candidates working with Central/State Government/Courts/Tribunals:-

Name of post	Scale of Pay	No. of posts	Mode of recruitment
Personal Secretary, Group-B (Gazetted)	PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4600 (Pre-revised)	1	Deputation
Accounts Assistant, Group-B (Non Gazetted)	PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200 (Pre-revised)	1	Deputation
Assistant, Group-B (Non Gazetted)		1	Deputation
Stenographer -C, Group-B (Non Gazetted)		2	Deputation
Upper Division Clerk Group-C' (Non Gazetted)	PB-1 ₹ 5200-20200 + Grade Pay of ₹ 2400 (Pre-revised)	1	Deputation/absorption
Lower Division Clerk, Group-C' (Non Gazetted)	PB-1 ₹ 5200-20200 - Grade Pay of ₹ 1900 (Pre-revised)	2	Deputation/absorption

The interested candidates may submit their applications in prescribed proforma through proper channel so as to reach the undersigned **within 30 days from the date of publishing of this advertisement in the Employment News or before 31.10.2017 whichever is later.**

Further details about eligibility and the application form are available at the website <https://www.drt.gov.in/VacancyAndCircular.aspx> or <http://financialservices.gov.in/vacancy>

Registrar, DRT-II, Ahmedabad



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VACANCY NOTIFICATION

The Debts Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993. It is proposed to fill up vacancies in the following posts in this Tribunal from suitable candidates from Central /State Government/Courts/Tribunals on deputation basis.

The educational qualification, experience and other eligibility conditions for the posts are furnished against each post as 'Annexure-I'. The candidates selected shall be appointed on deputation basis for a period of one year in the first instance, which may be extended upto three years. The deputation will be governed by the terms & conditions as contained in the DOP&T's O.M.No.6/08/09(Estt)(Pay-II)dated 17.06.2010 as amended from time to time. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on closing date of receipt of application.

The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including short term contract). Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Officers who fulfil the above mentioned conditions of eligibility may submit their applications in prescribed proforma 'Annexure-II' to their employers, who may forward the same along with the following paper/documents so as to reach the undersigned **within 30 days from the date of publishing of this advertisement in the Employment News or before 31.10.2017 whichever is earlier.**

Sd/- Registrar,
Debts Recovery Tribunal-II

Annexure-I

Name of post and pay scale	No. of posts	Mode of Recruitment/Eligibility criteria
Private Secretary Group "B" Non-Gazetted Pay Scale: PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4600 (Pre-revised)	1	On Deputation: 1. Officer in the Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University 2. Stenographer Grade 'C' With eight years regular service in the Pay Band 2 of Rs.9300-34800+Grade Pay Rs.4200/-or equivalent having a degree from a recognised University. Desirable: Preference will be given to persons having experience in legal or judicial work.
Account Assistant Group "B" Non-Gazetted Pay Scale: PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200 (Pre-revised)	1	On Deputation: 1. Officials in the Central Government or State Governments or in Courts holding analogous posts ; or 2. With eight years regular service in the pay scale of Rs 5200-20200+GP Rs 2400/- or equivalent and having experience of working as Senior Accountant or Accountant in the pay band of Rs 5200-20200+GP Rs 2400/-, who have undergone training in Cash and Accounts.

<p>Assistant</p> <p>Group "B" Non-Gazetted Pay Scale: PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200 (Pre-revised)</p>	1	<p>On Deputation:</p> <p>1. Officials in the Central Government or State Governments or in Courts holding analogous posts and possessing degree from a recognised University ;or</p> <p>2. Upper Division Clerk with eight years regular service in the pay scale of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent</p>
<p>Stenographer Grade "C"</p> <p>Group "B" Non-Gazetted Pay Scale: PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200 (Pre-revised)</p>	2	<p>On Deputation:</p> <p>1. Officials in Central Government or State Governments or in Courts holding analogous posts on regular basis; or</p> <p>2. Stenographers Grade 'D' With eight years regular service in the pay scale of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent</p>
<p>Upper Division Clerk</p> <p>Group "C" Non-Gazetted Pay Scale: PB-1 ₹ 5200-20200 + Grade Pay of ₹ 2400 (Pre-revised)</p>	1	<p>On Deputation/absorption:</p> <p>Officials holding analogous post on regular basis or Lower Division Clerk With eight years regular service in the pay scale of Rs. 5200-20200+Grade Pay Rs.1900/- or equivalent</p>
<p>Lower Division Clerk</p> <p>Group "C" Non-Gazetted Pay Scale: PB-1 ₹ 5200-20200 + Grade Pay of ₹ 1900 (Pre-revised)</p>	2	<p>On Deputation/absorption:</p> <p>Officials holding analogous post on regular basis from amongst the central Govt./State Government and employees of Courts/Tribunals.</p> <p>Essential-</p> <p>Matriculation or equivalent with a minimum speed of 30 w.p.m.in English or 25 w.p.m. in Hindi Typewriting.</p>

Note - Acquaintance with working on computers is desirable for all the posts

APPLICATION FOR THE POST OF _____

1	Name and address (in block letters)			
2	Date of birth (in Christian Era)			
3	Date of retirement under Central/State Govt. 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		Qualifications/experience possessed by the officer	
	Essential			
	Desired			
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post			
7	Details of employment, in chronological order.			
	Deptt./Office	Post held	Period	Pay scale
				Nature of duties performed
8	Nature of present employment, i.e. Adhoc or Temporary or Quasi Permanent or Permanent			
9	In case the present employment is held on deputation./contract basic, please state a) The date of initial appointment b) Period of appointment on deputation/contract c) Name of parent office/organization to which you belong.			
10	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			
11	Please state whether you are working in the same department and are in the feeder grade or geeder to feeder grade			
12	Are you in revised scale of pay? If yes, given the date from which the revision took place and also indicate the pre-revised scale.			
13	Total emoluments per month now drawn (in Rupees)			

14	Additional information, if any, which you would like to mention in support of your suitability for post. (This among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) Note – enclose a separate sheet, if the space is insufficient.	
15	Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis (Officers under Central/State Govt are only eligible for "Absorption". Candidates of non Govt Organization are eligible only for short term contract)	
16	Whether belongs to SC/ST	
17	Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Awards/scholarship/official appreciation (iii) Affiliation with the professional bodies/institution/societies and (iv) any other information. Note – Enclose a separate sheet, if the space is insufficient.	

I have carefully gone through the vacancy circular/advertisement and am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date.....

Signature of the candidate

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY

CERTIFIED THAT:

1. The information furnished by the candidate has been verified from records and is found to be correct.
2. The applicant is not in the promotion zone in the next three years.
3. No vigilance or disciplinary case or any other dispute is pending against the candidate.
4. Original/photocopies of ACRs of the candidate for last 5 years being sent separately.
5. The candidate will be relieved within 15 days of the receipt of the letter of his appointment on deputation.

Date :

Signature of Head of the Department/ Forwarding Authority

