

Government of India  
Ministry of Finance  
Department of Financial Services  
**DEBTS RECOVERY TRIBUNAL-2**  
ERNAKULAM

1<sup>st</sup> Floor, KSHB Office Complex,  
Panampilly Nagar, Kochi-682306  
Tel.No.0484-2324903

No.3/5/2016-DRT-2/HR.

Date 14<sup>th</sup> September, 2017

**VACANCY CIRCULAR**

**Subject:- Filling up of vacant posts in the Debts Recovery Tribunal-2, Ernakulam on deputation basis – reg.**

Applications are invited from eligible candidates in Central Government/State Government or in Courts for filling up the following posts on deputation basis:-

Sl. No	Post & Pay Band	No. of vacancy	Qualification/Experience and service conditions for the posts.
1.	Stenographer Grade 'C' Rs.9300-34800 GP 4200/- pre-revised (Level 6 as per 7 <sup>th</sup> CPC)	01	Officers in the Central Govt./State Govt. or in Courts holding analogous posts on regular basis or Stenographers Grade 'D' with eight years' regular service in the Pay Band of Rs.5200-20200 GP 2400 (pre-revised) or equivalent.
2.	Accounts Assistant Rs.9300-34800 GP 4200 pre-revised (Level 6 as per 7 <sup>th</sup> CPC)	01	Officers of the Central Government holding analogous posts on regular basis; or With three years regular service in the pay scale of Rs.5000-8000 (Pre-revised) or With eight years regular service in the pay scale of Rs.4000-6000 (Pre-revised) or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of Rs.4000-6000, who have undergone training in Cash & Accounts.
3	Upper Division Clerk Rs.5200-20200 GP 2400/- pre-revised (Level 4 as per 7 <sup>th</sup> CPC)	01	From amongst the Central Govt./State Govt. and employees of the Courts/Tribunals holding analogous posts on regular basis or posts of LDC with 8 years regular service in the Pay Band Rs.5200-20200 GP 1900(pre-revised).
4.	LDC Rs.5200-20200 GP 1900/- pre-revised (Level 2 as per 7 <sup>th</sup> CPC)	04	From amongst the Central Govt./State Govt. and employees of Courts/Tribunals holding analogous posts on regular basis and should have matriculate or equivalent with a minimum speed of 30 w.p.m in English typewriting.

2. 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/ department of the Central Government should ordinarily not exceed 3 years. The maximum age limit of the applicant shall be 56 years on the last date of receipt of the application. The selected candidate will be on deputation for a period of three years and will be governed by the terms and conditions as contained in the DOPT O.M.No.6/8/2009-Estt.(Pay-II) dated 17.6.2010 as amended from time to time.

3. The application of suitable and eligible candidate and who can be spared immediately in the event of selection may be forwarded with the following documents directly to the **Registrar, Debts Recovery Tribunal-2, 1<sup>st</sup> Floor, KSHB Office Complex, Panampilly Nagar, Kochi-682306**, within a period of 45 days from the date of issue of this vacancy circular:

- I. Statement of Bio-data in the prescribed format (as per Annexure A) duly signed by the candidate and forwarded through proper channel.
- II. Copies of ACRs/ APARs for the last five years (i.e. from 2012-13 to 2016-17) attested on each page by an officer not below the rank of Under Secretary.
- III. Vigilance Clearance certificate.
- IV. No minor/major penalty certificate for the last five years.
- V. Integrity Certificate.
- VI. Cadre Clearance Certificate.

(Ajit Prasad K.K.)  
Asstt. Registrar

To

1. Deptt. of Personnel & Training, North Block, New Delhi with the request to circulate to all Ministries/Departments of Government of India
2. Under Secretary(DRT), Deptt. of Financial Services, Banking Division, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi 110001 with request to upload the circular in Ministry's/DRT's Website.
3. Registrar DRAT, Delhi, Chennai, Mumbai, Calcutta, Allahabad.
4. Registrar, all DRTs

**BIO-DATA PROFORMA**

Application for the post of .....

1	Name :(in Block Letters)																		
2.	Postal Address (in Block Letters)																		
	Email id:																		
	Cell Phone:																		
	Office Phone:																		
3	Date of Birth (in Christian era):																		
	Age as on closing date of the application:																		
4	Date of retirement under Central/State Government Rules:																		
5	Name of the Parent Organization of the applicant:																		
	Postal address of parent Organization and Telephone/Fax Numbers:																		
6	Nature of present employment, i.e. adhoc or Temporary or quasi permanent or permanent:																		
	If permanent then the date of appointment in present grade on regular basis/adhoc basis (if applicable):																		
7	Additional details about present employment:- Please state whether you are 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																		
8	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 you belong.																		
9	Present Pay Band and Grade Pay:																		
10	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.																		
11	Date of return from last ex-cadre post, if any:																		
12	Educational Qualifications:																		
13	Whether Education 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:																		
	Qualification/Experience required	Qualification/Experience possessed																	
	Essential Desired																		
14	Please state clearly whether in the light of the entries made by you above, you have met the requirements of the post :																		
15	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:																		
	<table border="1"> <thead> <tr> <th>Office/ Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Scale of Pay and Basic Pay</th> <th>Nature of duties (in detail)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)												
Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)														

16	Please state whether you are working in the same Department and are in the feeder grade or feeder grade to feeder grade:	
17	Please state whether you are applying for deputation (ISTC) absorption/re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non Government organizations are eligible only for short term contract):	
18	Whether belongs to SC/ST/OBC:	
19	Brief of duties handled:	
20	Whether you have working experience on computer and internet.  Additional information, if any, which you would like to mention in support of your suitability for the post:	

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.

Signature of the Candidate

Address

Contact No & email ID:-

Date:-

Office of the.....

**Certificate to be furnished by the employer/Head of Office/Forwarding Authority**

I. Certified that particulars furnished by Shri/Smt/Km ..... found correct and he/she possesses educational qualifications and experience mentioned in the circular

**Also certified that:**

- There is no vigilance case pending / contemplated against him/her.
- Copies of ACRs for the last 5 years i.e from 2011-12 to 2015-16 duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- His integrity is beyond doubt.
- No major / minor penalties has been imposed on him during the last five Years / list of major/minor penalties imposed on him/her during the last five years is enclosed.
- This office has no objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

**(Strike out which is not applicable)**

Dated

Place-

Signature

Name & Designation of the employer (With Seal)  
Tel No & Official email id:

**MAJOR / MINOR PENALTY CERTIFICATE**

**Annexure-B**

Certified that there is no major / minor penalty imposed on Shri /Smt ..... for the last five years.

Dated

Place-

Signature

Name & Designation of the employer (With Seal)  
Tel No & Official email id: