

F. No. 2/5/2006/DRT-II/CHD/1002
Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL-II, CHANDIGARH

SCO 33-34-35, 1st Floor,
Sector 17-A, Chandigarh - 160 017
Phone Nos.: 0172-2724741

Dated: November 16, 2017

VACANCY CIRCULAR

Subject: Filling up various posts in the Debts Recovery Tribunal-II, Chandigarh on deputation basis.

Applications are invited from eligible candidates of Central Government/State Government/Courts with requisite qualifications and experience for the following posts to be filled **ON DEPUTATION BASIS** on the prescribed Proforma attached **Annexure-I**.

Age limit: The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.

The selected candidates will be appointed on **DEPUTATION BASIS** for a period of three years. The terms and conditions as contained in the Govt. of India, Ministry of Personnel Public Grievances & Pension, Department of Personnel & Training, New Delhi letter No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010 as amended from time to time will govern the deputation.

The requisite qualifications/experience/service conditions for the posts are as under:-

1. **Section Officer (Pay Matrix Level -7) (1 post):**
 - Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal and having a degree from a recognized University or
 - Assistant with Eight years' regular service in the Pay Band II of Rs.9,300-34,800 plus Grade Pay Rs.4,200 - (Pre-revised) or equivalent and having a degree from a recognized University.
 - Preference will be given to persons having experience in legal or judicial work.
2. **Private Secretary (Pay Matrix Level -7) (1 post):**
 - Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal and having a degree from a recognized University or
 - Stenographer Grade 'C' with Eight years' regular service in the Pay Band II of Rs.9,300-34,800 plus Grade Pay Rs.4,200 - (Pre-revised) or equivalent and having a degree from a recognized University.
 - Preference will be given to persons having experience in legal or judicial work.
3. **Stenographer Grade 'C' (Pay Matrix Level -6) (2 posts):**
 - Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal and having a degree from a recognized University or
 - Stenographer Grade 'D' with eight years' regular service in the Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.2,400 (pre-revised) or equivalent.
 - Preference will be given to persons having experience in legal or judicial work.
4. **Assistant (Pay Matrix Level -6) (1 post):**
 - Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal and having a degree from a recognized University or
 - Upper Division Clerk with eight years' regular service in the Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.2,400 (pre-revised) or equivalent
 - Preference will be given to persons having experience in legal or judicial work.

5. Accounts Assistant (Pay Matrix Level -6) (1 post):

- Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal and having a degree from a recognized University or
- With three years' regular service in the pay scale of Rs.5000-8000 (pre-revised) or equivalent and have undergone training in cash and accounts.
- With eight years' regular service in the Pay scale of Rs.4000-6000 (pre-revised) or equivalent and having experience of working as Sr. Accountant or Accountant in the scale of Rs. 4000-6000 (Pre-revised), who have undergone training in cash and Accounts.
- Preference will be given to persons having experience in legal or judicial work.

6. Upper Division Clerk / Cashier (Pay Matrix Level -4) (1 posts):

- Employees in the Central Government or State Government or in Court/Tribunals holding analogous posts on regular basis, or
- Lower Division Clerk with eight years' regular service Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.1,900 (pre-revised) or equivalent.

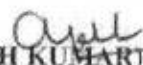
7. Court Master (Pay Matrix Level -4) (1 post):

- Employees holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal or
- Lower Division Clerk of Central Government/State Government/Court/Tribunal with Eight years regular service in the Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.1,900 (pre-revised) or equivalent.

8. Lower Division Clerk (Pay Matrix Level -2) (2 posts):

- Employees in the Central Government or State Government or in Court/Tribunal (i) holding analogous posts on regular basis, or
- MTS with five years' regular or continuous service (borne on the regular establishment) who fulfill the requirement of minimum educational qualifications and in the Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.1,800 (pre-revised) or equivalent.
- Essential – Matriculation or equivalent with a minimum speed of 30 words per minute in English or 25 Words per minute in Hindi typewriting.

Applications of willing and eligible candidates in the prescribed proforma along with certificate of parent office must reach to "The Registrar & Head of Office, Debts Recovery Tribunal-II, Chandigarh, 1st Floor, SCO 33-34-35, Sector-17A, Chandigarh through proper channel only along with attested copies of five years ACRs/APARs and D&AR/Vigilance Clearance Certificate etc. on or before 15.01.2018.


(MAHESH KUMAR)
Registrar & Head of Office
D.R.T.-II, Chandigarh

Copy to:

1. The Under Secretary, Ministry of Finance, Department of Financial Services, New Delhi to arrange for uploading this circular at the website of DFS.
2. The Registrar, All DRA's/DRTs through email with request to circulate the same in their respective offices please.
3. The Registrar Hon'ble High Court, Punjab and Haryana at Chandigarh.
4. The Superintendent, District Court at Chandigarh.
5. The Secretary to Hon'ble Chief Minister of Haryana, Civil Secretariat, Chandigarh.
6. The Secretary to Hon'ble Chief Minister of Punjab, Civil Secretariat, Chandigarh
7. The Secretary, Coordination Committee, Central Government employee, Sector-9-A, Kendraya Sadan, Chandigarh.

PROFORMA

1. Post applied for :
2. Name of the applicant (In Block Letters) :
3. Date of birth :
4. Age as on the last date of application :
5. Educational and other Qualifications :

Qualifications/Experience required	Qualifications/Experience possessed by the officer

6. Nature of present employment:
(Adhoc/temporary/permanent)

Office/Instt./Orgn.	Post held	From	To	Scale of pay & basic pay	Nature of duties

7. In case the present employment is held on deputation basis, please state:-

- (a) The date of initial appointment:
- (b) Period of appointment on deputation:-
- (c) Name of the parent Office/organization to which you belong:-

8. Please state whether working under :
- (a) Central Government :
 - (b) State Government :
 - (c) Courts/Tribunals :

9. Additional information, if any,
which you would like to mention
in support of your Suitability for the post.
Enclose a separate sheet, if the space is insufficient.

10. Whether belongs to SC/ST/OBC :
11. Complete official address of the
Candidate including telephone number.

Date: -

Signature of the applicant

Certificate
(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Certified also that no D&AR/ Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of up to date CR Dossier of the officer for the last five years ACRs/APARs duly attested and D&AR/Vigilance Clearance Certificate enclosed.

Signature
Name & Designation of the forwarding officer with seal