

F.No 2/3/2015-DRT
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building,
10, Parliament Street, New Delhi,
Dated: 21, August, 2015

VACANCY CIRCULAR

Subject:- Filling up of various Group 'B' and Group 'C' posts in Debt Recovery Tribunals (DRTs) at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri.

Applications are invited for filling up following Group 'B' and 'C' posts in six new Debts Recovery Tribunals (DRTs) at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad and Siliguri on deputation basis **from officials of the Central Government/State Governments/Courts/ Tribunals:-**

a). **Section Officer- 6 posts** (one each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4600/-.

Eligibility:- (1) Officers in Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University; **or**
(2) With eight years' regular service in the Pay Band 2 of Rs.9300-34800+Grade Pay Rs.4200/- or equivalent and having a degree from a recognised University.

Desirable: Preference will be given to persons having experience in legal or judicial work.

b). **Private Secretary- 6 posts** (one each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4600/-.

Eligibility: (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University; **or**
(2) Stenographers Grade 'C' with eight years' regular service in the Pay Band 2 of Rs.9300-34800+Grade Pay Rs.4200/- or equivalent and having a degree from a recognised University.

Desirable: Preference will be given to persons having experience in legal or judicial work.

c). **Assistant- 12 posts** (two each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4200/-

Eligibility (1) Officers in the Central Government or State Governments or in Courts holding analogous posts and possessing degree from a recognised University; **or**
(2) Upper Division Clerk with eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent.

Contd..

d). **Recovery Inspector – 12 posts** (two each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs.4200/-.

Eligibility: (1) Officers in the Central Government/State Governments or in Courts holding analogous posts and possessing degree from a recognised University; **or**
(2) Court Masters with eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent.

e). **Accounts Assistant- 6 posts** (one each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4200/-.

Eligibility: (1) Officers of the Central Government holding analogous posts on regular basis; **or**
(2) With eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent and having experience of working as Senior Accountant or Accountant, in the pay band of Rs. 5200-20200 + Grade Pay Rs.2400/- who have undergone training in Cash and Accounts.

f). **Stenographer Grade 'C' – 12 posts** (two each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'B' Non-Gazetted; General Central Service; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4200/-.

Eligibility: (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis; **or**
(2) Stenographers Grade 'D' with eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.2400/- or equivalent.

g). **Court Master - 6 posts** (one each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'C' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.5200-20200/- + GP Rs.2400/-.

Eligibility: (1) Officers in the Central Government or State Government or High Courts/Tribunals holding analogous post on regular basis; **or**,
(2) Lower Division Clerks with eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.1900/- or equivalent.
(3) Persons having knowledge of Stenography in English will be preferred.

h). **Upper Division Clerk:- 12 posts** (two each at Bengaluru, Chandigarh, Dehradun, Ernakulam, Hyderabad & Siliguri) (General Central Service; Group 'C' Non-Gazetted; Non-Ministerial); Pay Band of Rs.5200-20200/- + GP of Rs.2400/-.

Eligibility: (1) Officers in the Central Government/State Government and employees of the Courts/Tribunals holding analogous post on regular basis; **or**
(2) Lower Division Clerks with eight years' regular service in the pay band of Rs. 5200-20200+Grade Pay Rs.1900/- or equivalent.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or Department of Central Government should ordinarily not exceed three years. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application. The candidate must fulfill a 'cooling off' period of 3 years from the date of his return from previous deputation/ex-cadre post.

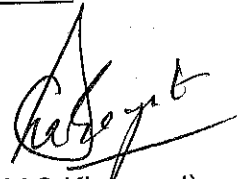
3. The Debts Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993. The deputation will be governed by the terms & conditions as contained in the DOP&T's O.M.No.6/08/09-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

4. Applications of eligible (as on closing date) and willing candidates, whose services can be spared, in the prescribed proforma duly signed by the applicant, verified and counter-signed by the Head of Office, may be forwarded with the following documents so as to reach the Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, 10, Sansad Marg, New Delhi-110 001, **on or before 20.10.2015:-**

- i. Statement of Bio-data in the prescribed proforma (as per Annexure-A) duly signed by the candidate and forwarded through proper channel;
- ii. Copies of **ACRs** for the last five years (i.e. from 2010-11 to 2014-2015) attested on each page by an officer not below the rank of Under Secretary;
- iii. Vigilance Clearance Certificate;
- iv. Integrity Certificate;
- v. Cadre Clearance Certificate.

5. Applications once submitted shall not be permitted to be withdrawn later.

6. Incomplete applications or those received without requisite documents or received after the last date or not received through proper channel will not be entertained and no correspondence will be made or entertained in this regard.



(V V S Kharayat)

Under Secretary to the Government of India
Ph. 23748769

To,

1. **All Ministries/ Department of Government of India**- This circular may please be disseminated to all formations under the respective Ministries/Department.
2. **The Chief Secretary of all State Government & UTs.**
3. **The Registrars of all DRTs/DRATs.**
4. **The Registrar General, All High Courts.**
5. **The Registrar, CAT, Principal Bench, New Delhi.**
6. **The Chief Controller of Accounts, Department of Economic Affairs/ Expenditure/Revenue, New Delhi.**
7. **NIC, Department of Financial Services**- for uploading this circular on website.

BIO-DATA PROFORMA

Application for the post of.....

1	Name And Address (in Block Letter)				
2	Date Of Birth (in Christian era)				
3	Date Of retirement under Central/State Government rules.				
4	Education Qualification				
5	Whether Education and other qualification 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/ required	Experience	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 requirement of the post.				
7	Details of Employment, in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient				
	Office/ Institution	Post held	From	To	Scale Of Pay and basic pay
					Nature of duties (in detail)
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 the 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 feeder to feeder grade.	
12	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.	
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 the 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 Governments are only eligible for "Absorption". Candidates of non Government organizations 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/ Officials 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.

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

1. 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:

- (a) There is no vigilance case pending / contemplated against him/her.
- (b) Copies of ACRs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (c) His integrity is beyond doubt.
- (d) No major / minor penalties has been imposed on him during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (e) 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:-