

No. DRT-I CHD/2017/ 4042  
Ministry of Finance (DFS), Govt. of India  
Debts Recovery Tribunal - I,  
SCO 33-34-35, Sector 17-A, Chandigarh-160017

Dated: 01.11.2017

**VACANCY CIRCULAR**

**Sub:** Filling up various posts in the Debts Recovery Tribunal-I, Chandigarh on promotion/deputation basis.

Applications are invited from the suitable candidates, not exceeding 56 years of age, with requisite qualifications and experience for the following posts to be filled up on promotion/deputation basis on the prescribed proforma attached as Annexure-I:-

1. Recovery Inspector (Two Posts): Pay in the Pay Band of Rs.9300-34800/- + GP Rs. 4200/- (Pre-revised)

Eligibility: By promotion/deputation:

**Promotion:** From amongst Court Masters of Debts Recovery Tribunal with eight years regular service.

**Deputation:-**

(1) Officers holding analogous posts in Central Government/State Governments or in Courts and having degree from a recognized University;

(2) Court Masters with eight years' regular service in the scale of Rs.5200-20200 + GP 2400/- or equivalent.

2. Assistant : (One post) Pay in the pay Band of Rs.9300-34800/- + GP 4200/- (Pre-revised).

Eligibility: By promotion/deputation:

Deputation:



(1) Officers in Central Government/State Governments or in Courts holding analogous posts and possessing degree from a recognized University; OR

(2) Upper Division Clerks with eight years regular service in the pay Band of Rs.5200-20200+ Grade Pay of Rs.2400 or equivalent.

Note: Departmental Upper Division Clerks with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

**3. Accounts Assistant (One Post): Pay in the Pay Band of Rs.9300-34800/- + GP Rs. 4200/-(Pre-revised)**

Eligibility: Deputation:- (1) Officers of the Central Government holding analogous posts on regular basis; or;

(2) With three years regular service in the pay scale of Rs. 5000-8000 or;

(3) With eight years' regular service in the pay scale of Rs.4000-6000 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 and Accounts.

**4. Steno Grade "C" (Two Posts): Pay in the Pay Band of Rs. 9300-34800/- + GP Rs. 4200/- (Pre-revised)**

Eligibility: By promotion/deputation:

**Deputation:**

(1) Officers of the Central Government/State Governments or in Courts holding analogous post on regular basis; or

(2) Stenographer Grade "D" with Eight years regular service in the pay scale of Rs.5200-20200 + GP 2400 or equivalent.

Note: Departmental Grade "D" Stenographers with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

**5. Steno Grade "D" (One Post): Pay in the Pay Band of Rs. 5200-20200/- + GP Rs. 2400/-(Pre-revised)**



**Deputation:**

Eligibility: (1) Officers of the Central Government/State Governments or in Courts/Tribunals holding analogous post on regular basis; or

(2) With 5 years regular service as LDC in the scale of Rs.5200-20200 + GP 1900/- or equivalent and possessing the qualifications prescribed for direct recruits i.e. 10+2 or equivalent with a speed 80 words per minute in shorthand (English) 30 words per minute in typing (English).

6. U.D.C (One Post): Pay in the Pay Band of Rs. 5200-20200/- + GP Rs. 2400/- (Pre-revised)

**Eligibility: Promotion:**

From amongst Lower Division Clerks of Debts Recovery Tribunal with 8 years regular service.

**Deputation:**

(1) Employees of Central Government/State Government or in Courts/Tribunals holding analogous posts on regular basis; or

(2) Holding post of LDC with Eight years regular service in the pay scale of Rs.5200-20200 + GP 1900/- or equivalent.

7. Court Master (One Post): Pay in the Pay Band of Rs. 5200-20200/- + GP Rs. 2400/- (Pre-revised)

**Eligibility: Promotion:**

From amongst Lower Division Clerks of Debts Recovery Tribunal with 8 years regular service.

**Deputation:**

(1) Employees holding analogous posts in Central Government/State government or in High Court/Tribunals

(2) Lower Division Clerk with eight years regular service in the scale of Rs. 5200-20200 + GP 1900/- or equivalent.

(3) Employees having knowledge of Stenography will be preferred.



8. LDC/Typist (One post): Pay in the pay Band of Rs. 5200-20200/- + GP Rs. 1900/- (Pre-revised)

**Deputation:**

Eligibility: (1) Employees holding analogous posts in Central Government/State Government or in High Courts/Tribunals.

(2) Matriculation or equivalent with a minimum speed of 30 wpm in English or 25 wpm in Hindi Typewriting.

Applications of willing and eligible candidates in the prescribed proforma along with certificate of Parent Office may be forwarded to this office through proper channel only along with attested copies of last five years ACRs. The last date of receipt of applications in this office will be up to 30.11.2017.

(O.P. Kadian)  
Assistant Registrar

01/11/2017

**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 please.
- 2) The Registrar, All DRATs/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 with request to circulate the same please.
- 4) The Superintendent, District Court at Chandigarh with request to circulate the same please.
- 5) The Secretary to Hon'ble Chief Minister of Haryana, Civil Secretariat, Chandigarh with request to circulate the same please.
- 6) The Secretary to Hon'ble Chief Minister of Punjab, Civil Secretariat, Chandigarh with request to circulate the same please.
- 7) The Secretary, Coordination Committee, Central Government employee, Sector-9-A, Kendraya Sadan, Chandigarh with request to circulate the same please.

## PROFORMA

## ANNEXURE - I

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 :

6. Nature of present employment:

Qualifications/Experience required	Qualifications/Experience possessed by the officer

(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 vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of upto date CR Dossier of the officer for the last five years duly attested, enclosed.

Signature  
Name & Designation of the forwarding officer with seal