

No. 09/01/2006/DRT-I/Kol/Publication  
Government of India  
Ministry of Finance  
Department of Financial Services  
Debts Recovery Tribunal

Jeevan Sudha Building (9<sup>th</sup> Floor),  
42C, J. L. Nehru Road, Kolkata-700 071  
14<sup>th</sup> November, 2017

VACANCY CIRCULAR

Applications are invited from eligible candidates of the Central Government/State Governments/Courts/Tribunals for filling up of the following vacant posts in the Debts Recovery Tribunal-I, Kolkata through appointment on deputation. Applications are also invited from retired Central/State Government/High Court/District Court Stenographers for engagement on contract only against the vacant posts of Stenographers):

Sl. No.	Post & Pay (pre- revised)	No. of vacancy	Eligibility Criteria for the Post
1	Section Officer (General Central Service: Group B Gazetted, Non-Ministerial) Pay Band Rs.9300-34800/- +Grade Pay Rs 4600/-	01	i)Officers of Central Government or State Governments or in Courts/Tribunals holding analogous posts on regular basis and having a degree from a recognised University or ii) with eight years' regular service in the Pay Band of Rs.9300-34800/-+Grade Pay Rs 4600/- or equivalent and having a degree from a recognised University Desirable: Preference will be given to those who have the experience of working in Courts/Tribunals
2	Recovery Inspector (General Central Service: Group B Non-Gazetted,Non-Ministerial) Pay Band Rs.9300-34800/- + Grade Pay Rs 4200/-	<b>one anticipated</b>	1. Officers holding analogous posts in Central Government/ State Governments or in Courts/Tribunals and having a degree from a recognised University or Court Masters with eight years' regular service in the Pay Band of Rs. 5200-20200/- + Grade Pay Rs. 2400/- or equivalent
3	Assistant (General Central Service: Group B Non-Gazetted,Non-Ministerial) Pay Band Rs.9300-34800/-+Grade Pay Rs 4200/-	01	Officers in the Central Government/ State Governments or in Courts/Tribunals holding analogous posts and having a degree from a recognised University or Upper Division Clerks with eight years' regular service in the Pay Band of Rs. 5200-20200/+ Grade Pay Rs. 2400/- or equivalent
4	Accounts Assistant (General Central Service: Group B Non-Gazetted,Non-Ministerial) Pay Band Rs.9300-34800/- + Grade Pay 4200/-	01	Officers in the Central Government holding analogous posts on regular basis or 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 2400/- who have undergone training in Cash and Accounts.
5	Stenographer Grade "C" (General Central Service: Group B Non-Gazetted,Non-Ministerial) Pay Band Rs.9300-34800/- + Grade Pay 4200/-	<b>01 and one more anticipated</b>	Officers in the Central Government/ State Governments or in Courts/Tribunals holding analogous posts on regular basis or Stenographers Grade "D" with eight years' regular service in the Pay Band of Rs.5200-20200/- + Grade Pay Rs.2400/- or equivalent Applications are also invited for engagement on contract for an initial term of one year (extendable upto three years) from retired Central/State Government/High

			Court/District Court Stenographers for a monthly remuneration of Rs 20000/- in the first year
6	Stenographer Grade II ( earlier called Grade "D" ) Vide Notification No G.S.R. 1081(E) dated 29.8.2017 appointment to the post is to be made only through direct recruitment	01	Applications are only invited for engagement on contract for an initial term of one year (extendable upto three years) from retired Central/State Government/High Court/District Court Stenographers for a monthly remuneration of Rs 20000/- in the first year
6	Lower Division Clerk (General Central Service: Group C Non-Gazetted, Non-Ministerial) Pay Band Rs 5200-20200/- Grade Pay of Rs.1900/-	03	Officers holding analogous posts in Central Government/State Governments or in Courts/Tribunal on regular basis

2. Separate applications are required to be submitted if an applicant applies for more than one post. For all the above posts, the period of deputation including the period of deputation in other 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 as on the closing date of receipt of application. The candidate must fulfil a 'cooling off' period of 3 years from the date of his return from previous deputation/ex-cadre post.

3. The Debt Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993. Selected candidates will be appointed on deputation for a period of three years. The pay and other terms & conditions of deputation will be governed by the DOPT&T's OM No.6/8/209-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 (Annexure A) duly signed by the applicant and verified and countersigned by the Employer/Head of Office/Forwarding Authority, may be forwarded alongwith the following documents so as to reach the address as mentioned below within thirty (30) days from the date of publication of this vacancy circular in the Employment News:

The

Registrar/Secretary

Debt Recovery Tribunal 1 Kolkata,

Jeevan Sudha Building (9<sup>th</sup> Floor)

42C, Jawaharlal Nehru Road,

Kolkata-700071

(in addition to postal communication, scanned copy of applications may also be e-mailed to: [drt1kolkata-dfs@nic.in](mailto:drt1kolkata-dfs@nic.in))

- i) Filled-in Annexure-A by the applicant
- ii) Copies of Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) for the last five years (i.e. from 2012-13 to 2016-2017) attested on each page by an officer not below the rank of Under Secretary;
- iii) Filled-in Annexure-B by the Employer/Head of the Office/Forwarding Authority

5. Applications once submitted shall not be permitted to be withdrawn later.
6. For all the above mentioned posts, working experience on computer and internet is desirable.
7. 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 entertained in this regard.

(Sanjoy Mitra)  
Secretary/Registrar  
telefax: 033-22885561  
email id: drt1kolkata-dfs@nic.in

**Annexure A**

**Application for the post of.....**

1	Name : (in Block Letters)	<b>Affix Recent Passport Size Photograph</b>		
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 receipt of application:	Years	Months	Days
4	Date of retirement under Central/State Government rules:			
5	Name of the Parent Organisation of the applicant: Postal address of Parent Organisation and telephone/fax number :			
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 Organisation			
	(d) Government Undertaking			
	(e) Universities			
	(f) Others			
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 Organisation to which you belong:				
9	Present Pay :				
10	Date of return from last ex-cadre post, if any :				
11	Educational Qualifications :				
12	Whether educational and other qualifications satisfy the requirements of the post; 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				
13	Please state clearly as to whether in the light of the entries made by you above, you have met the requirements for the post :				
14	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/ Pay Band and Grade Pay
					Nature of duties (in details)
15	Please state whether you are working in the same Department and are in the feeder grade or feeder grade to feeder grade :				
16	Whether belongs to SC/ST/OBC/PH :				
17	Brief of duties handled :				
18	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 :				

Declaration by the applicant:

I certify that the information furnished above by me is correct.

Signature of the Candidate

Address:

Contact No & email id:-

Date:-

Office of the.....

Annexure B

**To be filled in by the Employer/Head of Office/Forwarding Authority**

1. Certified that the particulars furnished above by the applicant are correct as per records available in this Department/Office of .....

2. It is also certified that Shri/Smt./Ms. .... is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is also certified that integrity of Shri/Smt./Ms..... is beyond doubt.
4. It is certified that no major/minor penalty has been imposed on Shri/Smt./Ms..... during the last ten (10 ) years.
5. The attested copies of the ACRs/APARs from 2012-13 2013-14, 2014-15, 2015-16 and 2016-2017 are enclosed along with NRC for the period(s)..... {(if ACR/APAR for a period more than 3 months is not recorded than ACRs/APARs prior to 2012-13 for the matching period needs to be forwarded along with No Report Certificate (NRC)}.
6. It is hereby certified further than this Department/Office shall have no objection to the relieving of the said officer immediately in case Shri/Smt./Ms..... is selected for the post of..... in the Debts Recovery Tribunal 1 Kolkata.

Place :

Date :

(Name ,Signature & Telephone of Official with Official Stamp)