

F. N. 8/52/2017-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services

Jeevan Deep Building,  
10, Sansad Marg, New Delhi,  
Dated, 7<sup>th</sup> December, 2017.

Office Memorandum

**Subject: Filling up existing and anticipated (upto 30.06.2018) vacancies of Registrar/Secretary, Recovery Officer on promotion/ deputation and Assistant Registrar on deputation basis in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance.**

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Registrar/Secretary in Pay Band 3 of Rs.15600-39100 + Grade Pay Rs.7600/- (pre-revised) and Recovery Officer in Pay Band 3 of Rs.15600-39100 + Grade Pay Rs. 6600/- (pre-revised) on promotion/deputation and Assistant Registrar in Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 6600/- (pre-revised) on deputation basis in various Debts Recovery Appellate Tribunals (DRATs)/Debts Recovery Tribunals (DRTs) under Department of Financial Services.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department within the stipulated last date i.e. on or before **20th January, 2018**.



(V.V.S. Kharayat)

Under Secretary to the Government of India  
Tel. No. – 23745769

To,

The Director, CS-I (D),  
Department of Personnel & Training,  
Lok Nayak Bhawan,  
New Delhi.

Copy to:

1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretary, State Governments.
3. The Controller General of Accounts, Ministry of Finance, Department of Expenditure, 8<sup>th</sup> Floor, Lok Nayak Bhawan Khan Market, New Delhi.
4. The Chairman/CMDs/MDs of all PSBs.
5. Registrar all High Courts.
6. The NIC Cell, 2<sup>nd</sup> Floor, Jeevan Deep Building, New Delhi- with a request to upload the vacancy circular immediately on the official website of DFS.

With a request to kindly forward the application of eligible and willing officers of these Ministries/Departments/Organizations, who can be spared immediately, as to reach this Department before the last date.

## 1. Details of vacancies

The details of 38 existing and anticipated vacancies up to 31.06.2018 are as under:-

### Registrar total vacancies:- 11

**Existing:- 07 vacancies** in DRTs at Kolkata, Lucknow, Mumbai (2), Patna, Pune and DRAT, Mumbai.

**Anticipated:- 04 vacancies** in DRTs at Chennai, Delhi, Ranchi and DRAT, Kolkata.

### Recovery Officer total vacancies: - 20

**Existing:- 19 vacancies** in DRTs at Ahmedabad, Aurangabad (2), Bangalore, Chandigarh (2), Chennai (2), Delhi, Ernakulam (2), Guwahati, Hyderabad (2), Kolkata (2), Madurai, Mumbai and Patna.

**Anticipated:- 01 vacancies** in DRTs at Bangalore,

### Assistant Registrar total vacancies: - 07

**Existing:- 03 vacancies** in DRTs at Chandigarh, Guwahati and Kolkata.

**Anticipated:- 04 vacancies** in DRTs at Allahabad, Coimbatore, Jabalpur and Siliguri.

2. Willing and eligible officers may submit their applications, duly filled in the prescribed proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before **20<sup>th</sup> January, 2018**.

3. A separate application may be submitted for each post by the candidates who apply for more than one category of posts.

4. **No applicant will be permitted to withdraw his/her name after selection. Doing so will attract blacklisting of such candidates for future deputation in DRTs/DRATs.**

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, Supreme Court/High Courts, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Part-II of the application form, along with attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for the last five years i.e. from 2012-13 to 2016-17. It may also be noted that, if any ACR/APAR/Grading for a period of more than 3 months is not recorded, then ACR/APAR/Grading prior to 2011-12 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s).

6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

7. The requisite details regarding qualifications/experience and other eligibility conditions for these posts as well as the application form is available on this Department's website at <http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx>:

8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for any of the aforesaid post.

9. **The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

10. The candidates applying for the post on deputation basis must be below 56 years of age on the last date for receipt of application i.e. on **20<sup>th</sup> January, 2018**.

11. The selected Departmental candidates will be appointed on promotion where applicable and outsiders will be appointed on deputation basis for a period of three years, which may be curtailed or

extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.



( V.V.S. Kharayat)

Under Secretary to the Government of India  
Department of Financial Services  
Ministry of Finance  
3<sup>rd</sup> Floor, Jeevan Deep Building  
10, Parliament Street, New Delhi  
Ph. 011-23748769

**Requisite qualification/experience and service conditions for the posts in DRTs**

1. (A) **REGISTRAR/SECRETARY**

Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 7600 (pre-revised)

**On Deputation basis**

- (i) Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
  - (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Under Secretary with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs. 15600 – 39100 with grade pay of Rs. 6600 (pre-revised) or equivalent Group 'A' Gazetted Officer in the parent cadre or Department."
- (ii) Scale V Officers of the Public Sector Banks (PSBs) holding analogous Post; or
- (iii) Scale-IV Officers of PSBs with five years' service in the scale.
- (iv) Officers in the PSBs who have already held the post of Secretary/ Registrar or equivalent post on regular basis in a Tribunal for a period of three years.

**On Promotion basis**

Departmental Assistant Registrar/Recovery Officers with five 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.

(B) **RECOVERY OFFICER**

Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 6600 (pre-revised)

**On Deputation basis**

- (i) Officers of the Central Government or State Government or Union territory administration or State Judicial Service:
  - (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs.15600-39100 with grade pay of Rs. 5400 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2 Rs.9300 – 34800 with grade pay of Rs. 4800 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department; or

- (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs. 9300 – 34800 with grade pay of Rs. 4600 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officer of the Public Sector Banks (PSBs) holding analogous post; or
- iii) Scale-III Officers of PSBs with five years' service in the scale; or
- iv) Officers in the PSBs who have already held the post of Recovery Officer or equivalent post in a Tribunal for a period of three years.

**On Promotion basis**

Departmental Section Officers with eight years' regular service shall also be considered alongwith outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

**(C) ASSISTANT REGISTRAR**

Pay Band 3 of Rs.15600-39100 + Grade Pay Rs. 6600 (pre-revised)

- i). Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
  - (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs.15600-39100 with grade pay of Rs. 5400 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs.9300 – 34800 with grade pay of Rs. 4800 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs. 9300 – 34800 with grade pay of Rs. 4600 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officers of the Public Sector Banks (PSBs) holding analogous post; or
- iii) Scale-III Officers of PSBs with five years' service in the scale; or
- iv) Officers, who have already held the post of Assistant Registrar or equivalent post in a Tribunal for a period of three years.

2. **Desirable qualification:**

Preference will be given to persons having legal experience or experience in judicial or recovery matter.

3. **Age:**

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

4. **Cooling Off:**

The candidate must fulfil a 'cooling off' period of 3 years from the date of his return from previous deputation.

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## Form of Application

**Part-I** : (To be filled by the Applicant): (No column should be left blank)

Separate application to be submitted for separate post(s)

1.	Name of the applicant (in block letters):							Recent Passport size Photo, cross signed by the candidate should be pasted here	
2.	Post applied for:								
	Names of places/stations in order of preference (in block letters):								
	1.								
	2.								
	3.								
3.	(a).Date of Birth			(b)Age as on last date for receipt of application i.e. as on----- 2018			_____years _____months _____days		
	(c) Date of Retirement/superannuation								
4.	a) Date of Joining Service								
	b) Name of the Service								
5.	Details of postings in last 10 years, starting with present post held: (Note: To be filled by all Applicants)								
	Sl	Designation	Deptt./ Office/ Org.	Whether post held on Regular/adhoc/ officiating/ deputation basis	Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs)	Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs)	Scale of pay / Pay Band + Grade Pay	Period	
								From	To
	1.								
6.	POST HELD ON REGULAR BASIS								
	a) Name of the post								
	b) Whether Group 'A'/'B' Gazetted								
	c) Scale of pay / Pay Band + Grade Pay								
	d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post								
	e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank								
7.	Present Basic Pay								
8.	For Officers of Public Sector Banks (PSBs) only :								
	a) Present Scale-III/IV/ V								
	b) Date of appointment in present scale on regular basis								
9.	a) Educational Qualifications								
	b) Professional qualifications, if any								
10.	Experience, particularly relating to legal matters								
11.	Date of return from last ex-cadre post, if any								
	a) Date of completion of cooling off period, if applicable								
12.	Whether belongs to SC/ST/OBC/PH								

13	Whether all eligibility conditions are fulfilled.	
14	a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRAT/DRT(s) and period of deputation	
	b) Whether attended interview for the posts in DRT/DRAT earlier. If so, year of appearance and the number of attempts.	
15	a) Postal Address for communication with PIN Code and /Fax Number (in block letters) Telephone No. Mobile No. E-mail ID	
	b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID. (in block letters)	

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

Signature of the Applicant with date

**Part-II :**

(To be filled by Cadre Controlling Authority of the applicant)

**OFFICE OF .....**

1. Certified that the particulars given above by the applicant are correct as per records available in the 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 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e.2016-17, 2015-16, 2014-15, 2013-14, 2012-13, are enclosed along with NRC for the period(s) ..... [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2012-2013 for the matching period need to be forwarded along with No Report Certificate (NRC)].
6. It is hereby certified further that 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 Debts Recovery Appellate Tribunal/Debts Recovery Tribunal.

**(Name, Signature & Telephone No.  
of Officer with Official Stamp)**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_