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F. NO.14-1/2017-DRT-II  
DEBTS RECOVERY TRIBUNAL – II, DELHI  
GOVERNMENT OF INDIA/MINISTRY OF FINANCE  
DEPARTMENT OF FINANCIAL SERVICES  
4<sup>TH</sup> FLOOR, JEEVAN TARA BUILDING  
PARLIAMENT STREET, NEW DELHI

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Dated :- 04th August, 2017.

To

Shri V.V. S. Kharayat,  
Under Secretary, Govt. of India,  
Department of Financial Services,  
Ministry of Finance,  
Jeevan Deep Building,  
Parliament Street,  
New Delhi

**Subject: Filling up of various posts in Debts Recovery Tribunal-II, Delhi**

Sir,

I am directed to forward herewith a Vacancy Circular on the above mentioned subject and to say that the vacancies in the grade of Private Secretary, Accounts Assistant, Recovery Inspector and Steno 'D' in this Tribunal are required to be filled up on priority basis. Copy of the Vacancy Circular is enclosed for your reference please. In this Circular we had mentioned that further details and prescribed format of BIO-DATA can be obtained from the website of the Department of Financial Services, Ministry of Finance, Government of India.

You are therefore, requested to kindly display the enclosed Advertisement on the web site of Ministry of Finance on the priority basis.

Yours faithfully

  
(Rajmani Sinha)  
Registrar(I/c)  
DRT-II, Delhi

Encl:- As above

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JEEWAN TARA, 4<sup>th</sup> FLOOR,  
PARLIAMENT STREET, NEW DELHI  
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Dated :- 04/08/2017

Applications are invited from eligible Candidates of Central Government/State Government/Courts for filling up of the following vacant posts in Debts Recovery Tribunal-II, Delhi on transfer on deputation basis:-

**Private Secretary – (01 Post by Promotion/Deputation only) –(PB-2, Rs.9300-34800+GP 4600/- Pre-revised)**

**Eligibility:** - Holding analogous post on regular basis and having a degree from a recognized University, or Stenographer Grade "C" with eight years regular service in the scale of pay of Rs.9300-34800+GP 4200/- or equivalent. **Desirable** – Preference will be given to persons having experience in legal or judicial work.

**Accounts Assistant – (01 Post by Promotion/Deputation only) –(PB-2, Rs.9300-34800+GP 4200/- Pre-revised) Eligibility:** Holding analogous posts on regular basis; or with three years regular service in the pay scale of Rs.9300-34800+GP 4200; with eight years regular service in the pay scale of Rs.5200-20200+GP 2400 or equivalent and having experience of working as Accountant, Preference will be given to those having undergone training in Cash and Accounts.

**Recovery Inspector – (01 Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4200/- Pre-revised) Eligibility:** - Holding analogous post in the Central Government/State Governments or in Courts and having degree from a recognized University; or Court Masters with eight years regular service in the scale of Rs.4000-100-6000 or equivalent.

**Steno 'D' – (01 Post by direct recruitment through SSC/Failing which by Deputation/failing which by Absorption) – (PB-1, Rs.5200-20200+GP 2400/- Pre-revised) Eligibility:-** Holding analogous post on regular service or with 5 years regular service as LDC in scale of Pay Band 5200-20200, GP 1900/- (Pre-revised) and possessing the qualification for direct recruits.

The period of deputation including the period of deputation in another ex-cadre post held immediately, preceding the appointment in the same or some other organization/departments of the Central Government should ordinarily not exceed 3 years. The maximum age limit of the applicant shall be 56 years on the last date of receipt of the application. The candidates selected will be appointed on deputation basis for a period of one year in the first instance, which may be curtailed/extended up to three years. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. Application of only such candidates will be considered which are routed through 'Proper Channel' in the prescribed proforma.

The applications of suitable and eligible candidates and who can be spared immediately in the event of selection may be sent directly to Shri Rajmani Sinha, Registrar (I/c), Debts Recovery Tribunal-II, Delhi, Jeevan Tara Building, 4<sup>th</sup> Floor, Parliament Street, New Delhi-110001 alongwith Vigilance Clearance and attested copies of APARs for the last five years (Attestation should not be below the rank of Under Secretary) on or before 14.09.2017. Advance copies of applications or those applications received after the prescribed closing date or not accompanied with the attested copies of ACRs for the last 5 years and vigilance clearance certificates are liable to be rejected without assigning any reasons.

#### **BIO-DATA**

**1.** Post Applied for **2.** Name of the Applicant **3.** Date of Birth & Age **4.** Father's Name **5.** Present Post held **6.** Date of Appointment in the Present Grade – (i) Ad-hoc (ii) Regular, **7.** Present Pay Band and Grade Pay **8.** Educational Qualifications **9.** Date of return from ex-cadre post, if any **10.** Experience in the grade, **11.** Brief Service particulars, **12.** Whether SC/ST/OBC/ **13.** Postal Address for communication with Telephone Number (i) Residence (ii) Office (iii) Mobile **14.** Postal Address of Parent Dept. with telephone and Fax Numbers **15.** Remarks, if any.

Signature of the Candidate

#### **CERTIFICATE BY PARENT OFFICE**

The above information furnished by the candidate has been verified from the records and is found to be correct. APARs for the last five years and Vigilance Clearance Certificate are enclosed. In the event of selection of the candidate, he/she will be relieved immediately from this department.

Name.....

Designation of Forwarding Officer  
with seal.

Telephone No.....

  
Registrar (I/c)  
DRT-II, Delhi