



**DEBTS RECOVERY TRIBUNAL NO.I, MUMBAI**

**(Ministry of Finance)**

5th Floor, Scindia House, Opp. L & T. House,  
Narottam Morarji Marg, Ballard Estate Mumbai - 400 001  
Tel. No.2261 2284 Fax 022 22612285

No. 2/43/MDRT-I/719 /2016

Date: 22.09.2016

**OFFICE MEMORANDUM**

**Subject : Filling up of various posts in DRT-I, Mumbai on Deputation basis.**

Applications are invited for filling up of various posts on deputation basis from suitable candidates serving in Central/State Government Department or in Courts/Tribunals. The requisite qualifications/experience and service conditions required for the posts are given in the Annexure-I.

This Tribunal is quasi-judicial body set up under the provisions of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993. The selected candidates will be appointed on deputation basis for a period of usually of three years, which may be curtailed or extended by the competent authority keeping in view the performance of the concerned deputationists. The deputation will be governed by the terms and conditions as contained in the DOPT O.M. No.6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

Applications from eligible candidates, who are desirous of being considered for appointment may please be forwarded along with attested copies of CRs and vigilance clearance Certificate for the last five years, to **the Registrar, Mumbai Debts Recovery Tribunal-I, 5<sup>th</sup> Floor, Scindia House, Opp. L & T House, Narottam Morarji Marg, Ballard Estate, Mumbai-400001 within 60 days from the date of publication of this Office Memorandum.** No action will be taken on advance copies of applications. The applicants should clearly indicate in the bio-data their service particulars, experience and educational qualifications. Specimen proforma for bio-data is at Annexure-II.

The office forwarding the application as per the specified proforma may certify the information furnished by the candidate in the bio-data (Annexure-II).

  
I/c. Registrar

Copy Forwarded : As per distribution list.

ANNEXURE-I

Sr. No.	Name of the post and pay scale	No. of post	Qualification
1.	<b>Steno Grade 'C'</b> <b>(Expected)</b> <b>PB Rs.9300-34800</b> <b>+ Rs.4200/- G.P.</b>	<b>01</b>	(i) Officers in Central Government or State Governments or in Courts holding analogous posts on regular basis; or (ii) Stenographers Grade "D" with <b>eight</b> years regular service in the PB Rs.5200-20200+Rs.2400/- G.P. (Pre-revised scale of Rs.4000-100-6000) or equivalent.
2.	<b>Court Master</b> <b>(Expected)</b> <b>PB Rs. 5200-20200</b> <b>+ Rs.2400/- G.P.</b>	<b>01</b>	(i) Persons holding analogous posts in Central Government/State Government or High Courts/Tribunals. (ii) Lower Division Clerks with 8 years regular service in the PB Rs.5200-20200+Grade Pay Rs.1900/- (Pre-revised scale of Rs.3050-75-3940-80-4590) or equivalent. (iii) Persons having knowledge of stenography will be preferred.
3.	<b>Account Assistant</b> <b>PB Rs. 9300-34800</b> <b>+ 4200/- G.P.</b>	<b>01</b>	(i) Officers of the Central Government or State Governments or in Courts holding analogous posts and possessing a decree from a recognized University; or (ii) Upper Division Clerks with eight years regular service in the scale of RS. 5200-20200+ Rs. 2400/- G.P. or equivalent.
4.	<b>UDC</b> <b>(Expected)</b> <b>PB 5200-20200</b> <b>+ Rs. 2400/- G.P.</b>	<b>01</b>	(i) Persons holding analogous posts in Central Government/State Government or High Courts/Tribunals. (ii) Lower Divisions Clerks with 8 years regular service in the PB 5200-20200+ Grade Pay Rs. 1900/- (Pre-revised scale of Rs. 3050-75-3940-80-4590) or equivalent.
5.	<b>Steno Grade 'D'</b> <b>PB R.5200-20200 +</b> <b>Rs.2400/- G.P.</b>	<b>01</b>	From amongst the Central Government/State Governments and employees of the Courts/Tribunals holding - (i) Analogous post on regular basis; or (ii) With five years regular service as LDC including DRTs/DRATs in the PB Rs.5200-20200+1900/- G.P. or equivalent and possessing the knowledge/certificate of Stenography (English) with 80 W.P.M. and 30 W.P.M. in typing (English)
6.	<b>LDC</b> <b>PB Rs.5200-20200</b> <b>+Rs.1900/- G.P.</b>	<b>01</b>	From amongst the Central Government/State Government and employees of Courts/Tribunals holding analogous post on regular basis.
Note : The maximum age limit for deputation shall be 56 years on the last date of receipt of application for all posts. All the posts carry D.A., H.R.A., T.A. and other facilities as per Central Government Rules.			

ANNEXURE-II

1. Post applied for :
2. Name of the applicant :
3. Date of Birth :
4. Present post held :
5. Date of appointment in the Grade :-
  - a) Ad-hoc :
  - b) Regular :
6. Present Pay and Scale of pay :
7. Educational Qualification :
8. Experience :
9. Date of return from ex-cadre post, If any. :
10. Brief Service. :
11. Whether SC/ST :
12. Address of Residence :

Signature of the Candidate

**CERTIFICATE BY PARENT OFFICE**

The information furnished by the candidate has been verified from Record and is found to be correct. No Vigilance/disciplinary case is either pending or contemplated against the official.

Signature :  
Name :  
Designation :  
Office :  
Telephone/Fax No. :

Place :

Date :