

F. No. 2/5/2006/DRT-II/CHD (pt.) | 449

Government of India

Ministry of Finance

Department of Financial Services

DEBTS RECOVERY TRIBUNAL-II, CHANDIGARH

PNB House, Bank Square, 2nd Floor

Sector 17-B, Chandigarh - 160 017

Phone Nos.: 272 4740, 272 4741

272 4742, 272 4743

Tele-Fax: 0172-2724740

Dated: July 20, 2016

VACANCY CIRCULAR

Subject: Filling up the various posts in the Debts Recovery Tribunal-II, Chandigarh on deputation basis.

Applications are invited from eligible candidates of Central Government/State Government/Courts with requisite qualifications and experience for the following posts to be filled **ON DEPUTATION BASIS**.

The selected candidates will be appointed on **DEPUTATION BASIS** for a period of three years. The terms and conditions as contained in the Govt. of India, Ministry of Personnel Public Grievances & Pension, Department of Personnel & Training, New Delhi letter No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010 as amended from time to time will govern the deputation.

Age limit: 56 years on the last date of receipt of applications.

The requisite qualifications/experience/service conditions for the posts are given below:-

1. Private Secretary (General Central Service, Group 'B' Gazetted, Non-Ministerial) (Pay Band II of Rs.9,300-34,800 plus Grade Pay Rs.4,600)

(1 post): Officers holding analogous posts on regular basis in Central Government/State Government/Court/Tribunal who possess a degree from a recognized University (ii) Stenographer Grade 'C' with 8 years' regular service in the scale of Rs.5,500-175-9,000 (pre-revised) or equivalent and having a degree from a recognized University. Preference will be given to persons having experience in legal or judicial work.

2. Stenographer Grade 'C' (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial) (Pay Band II of Rs.9,300-34,800 plus Grade Pay Rs.4,200) (2 posts):

Employees in the Central Government or State Government or in the Courts (i) holding analogous posts on regular basis or (ii) Stenographer Grade 'D' with eight years' regular service in the scale of Rs.4000-100-6000 (pre-revised) or equivalent.

3. Assistant/Research Assistant (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial) (Pay Band II of Rs.9,300-34,800 plus Grade Pay Rs.4,200) (1 post):

(i) Employees in the Central Government or State Government or in Courts holding analogous posts and possessing degree from a recognized University : or (ii) Upper Division Clerk with eight years' regular service in the pay scale of Rs.5200-20200 + Grade Pay Rs.2400/- or equivalent.

4. Lower Division Clerk (General Central Service, Group 'C' Gazetted, Non-Ministerial) (Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.1,900) (2 posts):

Employees in the Central Government or State Government or in Court/Tribunal holding analogous posts on regular basis. Essential : Matriculation or equivalent with a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Desirable Acquaintance with word processing.

5. Process Server (General Central Service, Group 'D' Gazetted, Non-Ministerial) (Pay Band I of Rs.5,200-20,200 plus Grade Pay Rs.1800) (1 posts): Employees in the Central Government or State Government or in Court/Tribunal (i) holding analogous posts on regular basis, or (ii) Posts in Group 'D' category with two years regular service and pass in VIII standard from recognized school should hold a valid license for motorcycle or 3 wheeler driving and having a minimum experience of two years in driving a motorcycle/three wheeler.

Note – Acquaintance with working on computers is desirable for all the posts

Applications of willing and eligible candidates in the prescribed proforma as detailed below who fulfill the abovementioned conditions of eligibility may submit their applications to their employers, who may forward the same alongwith Bio-Data, ACRs/APARs for the last five years or their copies and Vigilance Clearance Certificate etc.

BIO-DATA

1. Post Applied for 2. Name of the Applicant 3. Date of Birth & Age 4. Present Post held and service which belongs 5. Date of Appointment in the Present Grade – (i) Ad-hoc (ii) Regular 6. Present pay band and Grade Pay 7. Educational qualifications 8. Date of return from ex-cadre post, if any 9. Experience in the Grade 10. Brief Service particulars 11. Whether SC/ST/OBC 12. Name and address of office where working & contact phone number 13. Telephone No. (i) Residence (ii) Office (iii) Mobile 14. Any other relevant information 15. Signature of the Applicant

CERTIFICATE TO BE SUBMITTED BY THE EMPLOYER

Certified that the particulars furnished by Sh./Ms..... have been verified and are found correct and no disciplinary proceedings are either pending or being contemplated against him/her. It is also certified that the integrity of the candidate is bonafide.

Place :

Date :

(Signature and seal of the
Head of Office)

Applications completed in all respects as stated above may be forwarded to the Registrar, Debts Recovery Tribunal-II, Chandigarh, 2nd Floor, PNB House, Bank Square, Sector-17B, Chandigarh – 160017 **within 60 days from the date of this Circular.**

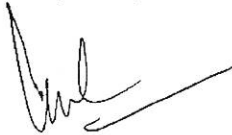

(TARA CHAND KUMAWAT)
Registrar
D.R.T.-II, Chandigarh

Copy to:-

1. The Registrar General,
Hon'ble High Court of Punjab & Haryana,
Chandigarh.
2. The Registrar,
District Court,
Sector-43, Chandigarh.
3. The Registrar,
Debts Recovery Appellate Tribunal Delhi,
Apartment No. 318, 3rd Floor,
Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi – 110 021.
4. The Registrar,
Central Administrative Tribunal (CAT),
Sector-17, Chandigarh.
5. The Registrar,

Central Administrative Tribunal (CAT),
Copernicus Marg, New Delhi.

6. The Registrar,
Armed Forces Tribunal,
Regional Bench, Chandigarh
Tank TCP, Chandimandir, Haryana - 134107.
7. The Registrar,
Debts Recovery Tribunal,
Shanti Kunj, 797, 2nd Floor,
South Civil Lines, Jabalpur - 482 001.
8. The Registrar,
Debts Recovery Tribunal-I,
SCO 38-40, 2nd Floor,
Sector 8-C, Madhya Marg, Chandigarh.
9. The Controller of Communication Accounts,
Office of the Controller of Communication Accounts,
Punjab Telecom Circle,
Madhya Marg, Sector 27-A, Chandigarh - 160 019.
10. The Registrar,
Debts Recovery Tribunal-I, Delhi
4th Floor, Jeevan Tara Building,
10, Parliament Street,
New Delhi-110 001.
11. The Registrar,
Debts Recovery Tribunal-II, Delhi
4th Floor, Jeevan Tara Building,
10, Parliament Street,
New Delhi-110 001.
12. The Registrar,
Debts Recovery Tribunal-III, Delhi
4th Floor, Jeevan Tara Building,
10, Parliament Street,
New Delhi-110 001.
13. The Registrar,
Debts Recovery Tribunal-I, Mumbai
MINISTRY OF FINANCE,
6th Floor, Scindia House,
Narottam Morarjee Road,
Opp. L&T House,
Ballard Estate, Mumbai - 400 038
14. The Registrar,
Debts Recovery Tribunal-I, Mumbai
MINISTRY OF FINANCE,
6th Floor, Scindia House,
Narottam Morarjee Road,
Opp. L&T House,
Ballard Estate, Mumbai - 400 038
15. The Registrar,
Debts Recovery Tribunal-II, Mumbai
MINISTRY OF FINANCE,
6th Floor, Scindia House,
Narottam Morarjee Road,
Opp. L&T House,
Ballard Estate, Mumbai - 400 038
16. The Registrar,
Debts Recovery Tribunal-I, Ahmedabad
2nd Floor, Bhikhubhai Chambers, 18 - Gandhikunj Society,
Near Kachirah Ashram Ellishbridge Paldi



Ahmedabad - 380 006

17. The Registrar,
Debts Recovery Tribunal-I, Ahmedabad
2nd Floor, Bhikhubhai Chambers, 18 - Gandhikunj Society,
Near Kochrab Ashram, Ellisbridge, Paldi,
Ahmedabad - 380 006

18. The Registrar
ARMED FORCES TRIBUNAL
West Block - VIII, Opp. Mohan Singh Market, Sector - I,
R. K. Puram, New Delhi - 110066

19. The Registrar
Armed Forces Tribunal,
Near Chandi Mandir,
Kalka-Simla Road,
Chandigarh.



(TARA CHAND KUMAWAT)
Registrar
D.R.T.-II, Chandigarh

BIO-DATA PROFORMA

Application for the post of

1	Name :(in Block Letters)					
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 the application:					
4	Date of retirement under Central/State Government Rules:					
5	Name of the Parent Organization of the applicant:					
	Postal address of parent Organization and Telephone/Fax Numbers:					
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 Organization					
	(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 office/Organization to which you belong					
9	Present Pay Band and Grade Pay:					
10	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre revised scale.					
11	Date of return from last ex-cadre post, if any:					
12	Educational Qualifications:					
13	Whether Education and other qualifications required for the post are satisfied. 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					
14	Please state clearly whether in the light of the entries made by you above, you have met the requirements of the post :					
15	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	Nature of duties (in detail)

16	Please state whether you are working in the same Department and are in the feeder grade or feeder grade to feeder grade:	
1	Please state whether you are applying for deputation (ISTC) absorption/re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non Government organizations are eligible only for short term contract):	
18	Whether belongs to SC/ST/OBC:	
19	Brief of duties handled:	
20	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:		

I have carefully gone through the vacancy circular / advertisement and am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address
Contact No & email ID:-
Date:-

Office of the.....

Certificate to be furnished by the employer/Head of Office/Forwarding Authority

1. Certified that particulars furnished by Shri/Smt/Km found correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- There is no vigilance case pending / contemplated against him/her.
- Copies of ACRs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- His integrity is beyond doubt.
- No major / minor penalties has been imposed on him during the last five Years/list of major/minor penalties imposed on him/her during the last five years is enclosed.
- This office has no objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

(Strike out which is not applicable)

Dated
Place:-

Signature
Name & Designation of the employer (With Seal)
Tel No & Official email id:

MAJOR / MINOR PENALTY CERTIFICATE

Annexure-B

Certified that there is no major / minor penalty imposed on Shri / Smt _____ for the last five years.

Dated
Place:-

Signature
Name & Designation of the employer (With Seal)
Tel No & Official email id: