

F.No.41/DRT-LKO/16-DRT
Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal, Lucknow

600/1, University Road,
Near Hanuman Setu Mandir
Lucknow-226007

Date : 24.09.2016

Vacancy Circular

Sub : Filling up existing vacancies of Section Officer, Private Secretary and Accounts Assistant on promotion/deputation basis in Debts Recovery Tribunal, Lucknow.

1. It is proposed to fill up following existing vacancies in Debts Recovery Tribunal, Lucknow :-

1. **Section Officer – (One post)** - [Rs.6500-200-10,500 (Pre-revised)]
(General Central Service Group 'B' Gazetted, Non Ministerial)
Pay Band – 2 of Rs.9,300-34,800 + Grade Pay Rs.4600 (Revised as per VI CPC)

On Deputation basis

- (i) Officers in the Central Government or State or in Courts holding analogous posts on regular basis and having a degree from recognized University; or
(ii) With eight years regular service in the Scale of Rs.5500-175-9,000 (pre-revised) or equivalent and having a degree from a recognized University

Desirable :- Preference will be given to persons having experience in legal or judicial work.

On Promotion basis

Departmental Assistant with eight 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.

2. **Private Secretary – (One post)** - [Rs.6500-200-10,500 (Pre-revised)]
(General Central Service Group 'B' Gazetted, Non-Ministerial)
Pay Band – 2 of Rs.9,300-34,800 + Grade Pay Rs.4600 (Revised as per VI CPC)

On Deputation basis

- (i) Officers in the Central Government/State Government or in Courts holding analogous posts on regular basis and having a degree from recognized University; or
(ii) Stenographer Grade 'C' with eight 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.

Desirable :- Preference will be given to persons having experience in legal or judicial work

On Promotion basis

Departmental Grade 'C' Stenographers with eight 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.

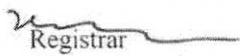
3. **Accounts Assistant – (One post)** [Rs.5500-175-9000 (Pre-revised)]
(General Central Service Group 'B' Non-Gazetted, Non-Ministerial)
Pay Band – 2 of Rs.9,300-34,800 + Grade Pay Rs.4200 (Revised as per VI CPC)

On Deputation basis only

- (i) Officers of the Central Government holding analogous posts on regular basis; or
 - (ii) with three years' regular service in the pay scale of Rs.5000-8000 (pre-revised); or
 - (iii) with eight years' regular service in the pay scale of Rs.4000-6000 (pre-revised) or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of Rs.4000-6000 (pre-revised), who have undergone training in Cash and Account.
2. Willing and eligible candidates 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 24.10.2016**.
3. A separate application is to be submitted for each post by the candidates who apply for more than one category of post.
4. **No applicant will be permitted to withdraw his/her name after selection. Doing so will attract blacklisting of such candidates for further deputation in DRT.**
5. The Cadre Controlling Authority of all Ministries/Department/Attached and Subordinate Offices of the Central Government, State Government, Courts are requested to forward the applications of the interested candidates, whose services can be spared immediately, by duly filling up of 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. It may also be noted that, if any, ACR/APAR/Grading for a period more than three months is not recorded then ACR/APAR/Grading prior five years for the matching period may be forwarded along with 'No Report Certificate'(NRC) for such period(s). The information furnished by the candidate in his bio-data may kindly be certified by the office as in the given proforma.
6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date of receipt of application.
7. The requisite details regarding qualifications/experience and other eligibility conditions for these posts as well as the application form is available on the Website at –<http://drt.gov.in>.
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 deputation post must be below 56 years of age on the last date of receipt of application i.e. 24.10.2016.
11. The candidate must fulfill a '**cooling off**' period of three years from the date of his return from previous deputation.
12. The candidate may be called for interaction at his own expenses.

13. The selected Departmental candidates will be appointed on promotion (in respect of posts at Sl. Nos. 1 and 2) and outsiders will be appointed on deputation basis for a period of one year, 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.

Note : The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or any other organization / department should ordinarily not exceed three years.


Registrar
Debts Recovery Tribunal
600/1, University Road,
Near Hanuman Setu Mandir,
Lucknow-226007

**Proforma
BIO-DATA**

1. Post applied for
2. Name of the Applicant
3. Date of Birth
4. Present post held & service to which he /she belongs
5. Date of appointment in the grade
6. Present pay, Pay in Pay Bank and Grade Pay
7. Name and address of office where presently employed
8. Educational Qualification
9. Service Experience and nature of duties performed
10. Date return from ex-cadre post if any
11. Brief service particulars
12. Whether SC/ST/O.B.C.

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

Signature of the applicant

CERETIFICATE BY PARENT OFFICE

The information furnished by the candidate has been verified from records and is found to be correct. It is further certified that the candidate is clear from vigilance angle and no disciplinary action is pending or contemplated against him. In the event of his selection he/she may be relieved immediately to join the duty.

Name :
Designation:
(Rubber Seal)/Office: