



No.A-20/1/2017/DRAT
Government of India
Ministry of Finance
Department of Financial Services
DEBT RECOVERY APPELLATE TRIBUNAL
(SOUTHERN REGION)
(Telephone: 044-28311296, 28311297 Fax: 28311299)

4th Floor, Indian Bank Zonal Office,
55, Ethiraj Salai, Chennai-600 008

Dated the 10th April, 2017

VACANCY CIRCULAR

Applications are invited from suitable candidates from Central Government/ State Government/ Courts/ Tribunals not exceeding 56 years of age with requisite qualifications for appointment to the posts mentioned below to be filled up on deputation and deputation/absorption basis in the Debt Recovery Appellate Tribunal (DRAT) at Chennai. Qualifications/experience and service conditions required for appointment to the above post is given below:

1. Stenographer Gr. C	:	General Central Service, Group – B Non Gazetted Non-Ministerial
No. of Post	:	1 (one)
Scale of Pay	:	Level-6 in Pay matrix Rs.35,400/- (Pre-revised scale of Rs.9300-34800/- Plus GP of Rs.4,200/-)
Mode of Recruitment	:	By Deputation
Eligibility	:	(i) Officers of Central Government or State Governments or in Courts holding analogous posts on regular basis; or (ii) Stenographers Grade "D" with eight years' regular service in the scale of Level-4 in Pay Matrix Rs.25,500/-(Pre revised scale of Rs.5200-20200/- Plus GP of Rs.2,400/-) or equivalent.
2. Lower Division Clerk (LDC)	:	General Central Service, Group – C Non Gazetted Non- Ministerial
No. of Post	:	1 (one)
Scale of Pay	:	Level-2 in Pay matrix Rs.19,900/- (Pre-revised scale of Rs.5200-20200/- Plus GP of Rs.1,900/-)
Mode of Recruitment	:	By Deputation/ Absorption
Eligibility	:	From amongst the Central Government/State Government and employees of Courts/Tribunals holding analogous post on regular basis with a qualification of 12 th Class or equivalent qualification from a recognized Board or University.

h/25/14
Sh. Sanyal

2. The Tribunal is a quasi-judicial body set up under the provisions of the Recovery of Debts due to Banks and Financial Institutions Act, 1993.

3. The selected candidate will be appointed on deputation basis initially for a period of one year, which may be extended up to four years subject to satisfactory performance and other terms and conditions. The terms of deputation shall be regulated in accordance with the Department of Personnel and Training O.M.No.6/8/2009-Estt(Pay-II) dated 17.02.2016, as amended from time to time.

4. The applications of the willing and eligible candidates in the prescribed Pro-forma at Annexure-I & II along with attested photocopies of ACRs/ APARs for the last five years and who could be spared immediately, may be forwarded to this Tribunal, so as to reach **"The Secretary/Registrar, Debt Recovery Appellate Tribunal, No.55, Ethiraj Salai, 4th Floor, Indian Bank Zonal Office, Egmore, Chennai – 600 008"** through proper channel within a period of **30 days** from the date of the issue of this Circular.

5. The applicant should clearly indicate the service particulars, experience and educational qualification in the format annexed. No action will be taken on advance copies. While forwarding the applications, the certificate to the effect that the officer is clear from vigilance point of view and no disciplinary case is pending/contemplated against him/her, may also be given at the bottom of the prescribed pro-forma. The department while forwarding the applications may please ensure that the officers who volunteer for the post shall not be allowed to withdraw their names later on.


(R. KAMALAHAR, IFS)
Secretary/ Registrar

Copy to:

To

1. All Departments/ Ministries of Government of India. It is requested that this circular may please be given wide publicity.
2. The Department of Personnel & Training, North Block, New Delhi with a request to upload this circular in DoP&T website under vacancies.
3. The Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi – with a request to upload the circular in DoFS website.
4. The Registrars of all DRATs/DRTs
5. The Central Administrative Tribunal, Principal Bench, New Delhi
6. Admin Departments of State Government of Tamil Nadu/ Central Government Offices in Tamil Nadu.
7. Registrar General, Madras high Court and Registrar (Admn), Madurai Bench of Madras High Court.

Annexure-I

PROFORMA

Affix latest
Passport size
self attested
Photograph

APPLICATION FOR THE POST OF " _____ "

1.	Name & Designation and Office Address (In Block Letters)		:			
2.	Date of Birth (in Christian era)		:			
3.	Date of entry into service		:			
4.	Date of retirement under Central/State Government		:			
5.	Educational and other qualifications required for the post (SSLC/ X th onwards) :					
	Qualification	Year of Passing	Percentage of Marks/Grade			
	S.S.L.C/ X th					
	H.S.C./ XII th					
	Degree					
	Postgraduate					
	Any other					
6.	Details of Employment in chronological order:					
	Office/ Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties
			From	To		
7.	Nature of present employment (Adhoc /Temporary/ Permanent):		:			
8.	In case of present employment is held on deputation basis, please state:					
	(a) The date of initial appointment		:			
	(b) Period of appointment on deputation:		:			
	(c) Name of the present office/organization to which you belong:		:			
9.	Please state whether working under		:			
	(a) Central Government		:			
	(b) State Government		:			
	(c) Courts/Tribunals		:			

10.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient with signature	:	
11.	Whether belongs to SC/ST/OBC	:	
12.	Complete official address of the candidate including telephone number	:	

The information/details provided by me above are correct and true to the best of my knowledge and no materials facts having a bearing on my selection has been suppressed/withheld.

Place:

Date:

Signature of the Candidate

Address:

Mobile No.

Email-ID:

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF OFFICE/
FORWARDING AUTHORITY BY PARENT OFFICE/CONTROLLING AUTHORITY**

Office of the _____

Certified that the information furnished by Shri/Smt./Km. _____ are found to be correct and he/she possesses the educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) The integrity of Shri/Mrs./Ms. _____ is beyond doubt.
- (iii) No Major/Minor penalties have been imposed on him/her during the last 10 years.
- (iv) This office has no objection that in the event of selection, the official will be relieved immediately.
- (v) Copies of ACRs/APARs for the last 5 years duly attested on each page.
- (vi) List of major penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable)

Place:

Date:

Signature

Name & Designation of the employer
(with office seal)