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29/12/2016



DEBTS RECOVERY TRIBUNAL-III  
CHENNAI

Tel:28498181

V Floor, Dewa Towers,  
770A, Anna Salai, Chennai-600 002.

No.A/46012/1/2016/DRT-III/

Dated : 27.12.2016

VACANCY CIRCULAR

Subject: Filling up the post of Private Secretary in Debts Recovery Tribunal-III, Chennai on deputation basis – Extension of date for submission of application – regarding

.....

With reference to this Tribunal's vacancy circular of even number dated 17.11.2016, it is stated that the last date for submission of application is hereby extended and the application of eligible candidates is required to reach this Tribunal on or before 21.1.2017. A copy of the said Vacancy Circular is enclosed for reference .

(D. SALAAI MARAAN)  
REGISTRAR

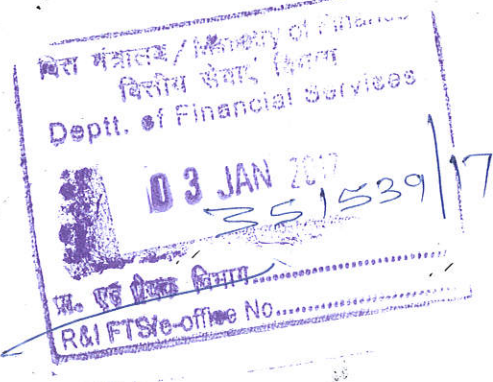
To

- 1) All Ministries/Departments of Government of India
- 2) The Registrars of all DRATs & DRTs
- 3) The CAT, Principal Bench, New Delhi
- 4) Admn Depts of State Govt of Tamil Nadu/ Central Govt offices in Tamil Nadu
- 5) The Registrar General, Madras High Court and Registrar (Admn), Madurai Bench of Madras High Court.

Copy to:- NIC, Chennai with a request to post the circular in the web site of DRT-3, Chennai and Government of India websites like Department of Personnel and Training and Ministry of Finance or appropriate website.

DRT

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Pinky





No. A/46012/1/2016 DRT-III  
Government of India  
Ministry of Finance  
DEBTS RECOVERY TRIBUNAL - III  
5th Floor, Dewa Towers, 770 A Anna Salai,  
CHENNAI-600 002.

Dated : 17.11.2016

**VACANCY CIURCULAR**

**Subject: Filling up of Private Secretary post in Debts Recovery Tribunal-III, Chennai on deputation basis.**

The Debts Recovery Tribunal is a quasi judicial body set up under the provisions of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 by the Ministry of Finance, Department of Financial Services, Government of India. It is proposed to fill up the **Private Secretary-1 Post** (General Central Service; Group 'B' Gazatted; Non Ministerial) in the Tribunal by transfer on deputation basis.

**Pay:**

Pay in the pay band of Rs.9300-34800/+GP Rs.4600/-(Pre revised)

**Eligibility:**

- a) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University or
- b) Stenographers Grade 'C' with eight year's regular service in the Pay Band 2 of Rs.9300-34800/-+ Grade Pay Rs.4200/- (Pre-revised) or equivalent and having a degree from a recognised University.

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

The period of deputation shall be initially for a period of one year but extendable up to three years. The appointment of candidates selected for the posts on deputation basis will be governed by the terms and conditions mentioned in Ministry of Personnel & Training orders bearing OM No. DOPT O.M. No 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

Age Limit for the post is 56 years as on the last date for receipt of applications in this Tribunal.

The applications of eligible candidates who are desirous of joining the posts on deputation basis and who can be spared immediately may be forwarded to this Tribunal in the prescribed Proforma (Annexure-II) along with attested copy of APAR Dossiers for the last 5 years along with vigilance clearance & integrity certificates, so as to reach the **Secretary / Registrar, Debts Recovery Tribunal-III,**

Chennai within 30 days from the date of this circular. Officials who volunteer for the post will not be permitted to withdraw their names later.



(D.SAALAI MARAAN)  
REGISTRAR

Encl:Annexure A.

To

- 1)All Ministries/Departments of Government of India
- 2)The Registrars of all DRATs & DRTs
- 3) The CAT, Principal Bench, New Delhi
- 4) Admn Depts of State Govt of Tamil Nadu/ Central Govt offices in Tamil Nadu
- 5) The Registrar General, Madras High Court and Registrar (Admn), Madurai Bench of Madras High Court.

## 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:	
17	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: