



Government of India
Ministry of Finance
DEBTS RECOVERY TRIBUNAL- 2
ERNAKULAM

1st Floor, KSHB Office Complex,
Panampilly Nagar, Kochi- 682036

F.No. A-41/1/2022-DRT2

Dated, 21st January, 2025

CIRCULAR

Subject: Engagement of retired Central Government / State Government /High Court / District Court officials against the vacant post of Stenographer Grade I (1 No.) on contract basis.

Applications are invited from retired Central Government/State Government/High Court/District Court officials for engagement against the vacant post Stenographer Grade I (1 No.) in Debts Recovery Tribunal-2, Ernakulam on contract basis.

2. The terms and conditions for the engagement, viz. remuneration, Eligibility, Leave, etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020. The detailed terms and conditions for the engagement are mentioned in Annexure-I.

3. Debts Recovery Tribunal-2, Ernakulam reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever.

4. The retired Government servants on engagement as Stenographer Grade-I on contract basis shall continue to draw pension and Dearness Relief on pension during the period of his/her such engagement. The engagement as Stenographer Grade-I on contract basis shall not be considered as a case of re-employment.

5. The duly filled in application in the prescribed format (Annexure-II) may be submitted to:
**The Registrar, Debts Recovery Tribunal -2, 1st Floor, KSHB Office Complex,
Panampilly Nagar, Ernakulam – 682036.**

The application can also be sent through e-mail at drt2ekm-dfs@gov.in followed by hard copy within the stipulated time.

6. The last date for receipt of application in the prescribed format is **12.02.2025 6.00 p.m.** Applications received after due date / time and without supporting documents will not be considered.


(Sathesh Kumar P.)
Registrar



1. Eligibility

Stenographer Grade-I (No. of posts : 1)

- (i) Officers retired in Pay Level-6 or equivalent as Stenographer Gr.I/PA/equivalent from any Central Government/State Government departments or High Court/District Court.
 - (ii) Knowledge of Stenography in English (minimum speed : 80 wpm).
 - (iii) Efficient with use of desktop and laptop. Fair knowledge of computer applications such as MS Word, MS Excel and Power Point, etc.
2. The applicant should not have attained the **age of 62 years** on the closing date of application and should be in good health for discharging his/her official duties effectively.

3. Period of Engagement

The engagement as Stenographer Gr.I shall be purely on contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the contract appointee or till the time regular incumbent is available against the vacancy of Stenographer Gr.I in this Tribunal, and will not confer any right for regular appointment in the Tribunal. The term of appointment on contract basis shall not be extended beyond 5 years after superannuation.

4. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay last drawn at the time of retirement. The amount of remuneration shall remain unchanged for the term of contract. No HRA/DA, PF, medical re-imbursment facilities, etc. shall be admissible.

5. Transport Allowance

An appropriate and fixed amount as Transport Allowances for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

They will be entitled to draw TA/DA on official tour, if any, as per their entitlement at the time of retirement.

6. Leave

The appointee will be entitled for leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

7. Tax deduction at source

The income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Working Hours

The appointee shall be required to observe the normal office timing as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement, he/she will be liable to work beyond office hours and even on 2nd/4th Saturdays, Sundays and other holidays without payment of any extra remuneration.



9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings on information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The appointee shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The person appointed by this Tribunal, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Tribunal. He/she will not be permitted to take up any other assignment during the period of this assignment. Further, the appointee shall not claim any benefit/compensation/absorption/regularization of service in this Tribunal.

11. Termination of agreement: The Tribunal may terminate the contract to which these terms apply, if:-

- (i) The appointee is unable to address the assigned work
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Tribunal.
- (iii) The appointee is found lacking in honesty and integrity
- (iv) The Competent Authority in the Tribunal may also terminate the contract at any time without giving any notice and also without assigning any reason.

12. This Tribunal shall not be responsible for any loss, accident, damage, injury suffered by the appointee whatsoever arising in or out of the execution of his/her work including travel.

13. The appointee shall in no case represent or give opinion or advice to others in any matters which is adverse to the interest of the Tribunal nor will he/she indulge in any activity outside the terms of the contractual assignment.

14. The appointee shall not claim any benefit /compensation / absorption / regularization of service with this Department.



Annexure – II

Application for engagement on contract basis against the post of Stenographer Gr.I in Debts Recovery Tribunal – 2, Ernakulam

(Ref. DRT-2,Ernakulama Circular No. A-41/1/2022-DRT2 dated 21.01.2025)

1.	Name		Photo		
2	Father/Mother/Husband's Name				
3	Date of Birth				
4	Date of Retirement & PPO No. (with copy)				
5	Designation and Department at the time of retirement				
6	Last pay drawn and Pay Level/ Scale of Pay				
7	Permanent Address				
8	Address for correspondence				
9	Contact Tel. No./Mobile No.				
10	e-Mail ID				
11	Educational Qualification				
12	Bank Account details				
13	Details of experience (add separate sheet if required)				
	Designation / Position and Name of Department	From	To	Nature of work	Remarks

DECLARATION

I do hereby declare that particulars furnished above are true and correct to the best of my knowledge,. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Debts Recovery Tribunal-2, Ernakulam in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature:
Full Name of the Applicant:

Place :
Date:



NON-DISCLOSURE UNDERTAKING

To

The Registrar,
Debts Recovery Tribunal-2
Ernakulam

Sir,

I hereby undertake :-

- (i) to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential;
- (ii) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format;
- (iii) to hold such confidential information in trust and confidence both during and after the terms of my engagement;
- (iv) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Debts Recovery Tribunal-2, Ernakulam which would otherwise conflict with my obligations towards Debts Recovery Tribunal-2, Ernakulam;
- (v) to abide by data security policy and related guidelines issued by Debts Recovery Tribunal-2, Ernakulam;
- (vi) that I shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Debts Recovery Tribunal-2, Ernakulam any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Debts Recovery Tribunal-2, Ernakulam informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

Note : For the purpose of this undertaking, Confidential information means any information received from any source, whether in physical electronic or in digital format.

Yours faithfully,



Name.....
 Address.....

Dated.....
 Personal Contact No.....