

F.No.DRT/CBE/ADMN(Rectt.)/1/2005/Vol.IV.

Government of India/Ministry of Finance

Department of Financial Services

Debts Recovery Tribunal

COIMBATORE-641045

VACANCY CIRCULAR

Applications are invited from the suitable candidates from Central Government/State Government/Courts/Tribunals, not exceeding 56 years of age, with requisite qualifications and experience for the following existing/anticipated vacancies to be filled up on deputation basis in the Debts Recovery tribunal at Coimbatore .

Sl.No.	Name of the Post	Pay Band & Grade pay	No. of Posts
1	Section Officer (Gazetted)	PB-2 : 9300-34800 & GP Rs.4600	1
2	Assistant	PB-2 : 9300-34800 & GP Rs.4200	1
3	Recovery Inspector	PB-2 : 9300-34800 & GP Rs.4200	1
4	Accounts Assistant	PB-2 : 9300-34800 & GP Rs.4200	1
5	Stenographer Gr.C	PB-2 : 9300-34800 & GP Rs. 4200	1
6	Stenographer Gr D	PB-1 : 5200-20,000 & GP 2400	1
7	Lower Division Clerk	PB-1 : 5200-20,000 & GP 1900	1

Qualifications/experience-and service conditions required for the above posts are given below:

1. Section Officer : Officers in Central/State Governments and in Courts holding analogous posts on regular basis and having Degree from recognized University or; with 8 years regular service in the scale of Rs,5500-175-9000/-(pre-revised) and having a Degree from recognized University.

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

2. Assistant : (i) Officers in the Central Government/State Governments or in Courts holding analogous posts and possessing degree from recognized university or (ii) Upper Division Clerk with eight years regular service in the scale of Rs. 4000-100-6000(Pre-revised) or equivalent.

3. Recovery Inspector: Officers in the Central Govt. or State Government or in Courts Holding analogous posts and possessing Degree from a recognized University or Court Masters with eight years regular service in the Scale of Rs. 4000-100-6000(Pre-revised) or equivalent.

4. Accounts Assistant : Officers in the Central Govt. holding analogous posts on regular basis; or with eight years regular service in the pay scale of Rs. 4000- 100-6000 (pre-revised) or equivalent and having experience of working as Senior Accountant or Accountant in the scale of Rs.4000-100-6000/-(Pre-revised); who have undergone training in Cash and Accounts.

5. Stenographer Gr. 'C' : Officers in the Central Government / State Governments or in Courts holding analogous posts on regular basis; or Stenographers Grade 'D' with eight years regular service in the scale of Rs. 4000-100-6000/-(Pre-revised) or equivalent

6. Stenographer Gr. D : Employees in Central/State Govt., and Courts/Tribunals holding analogous posts on regular basis; or Lower Division Clerks (including regular LDCs in DRTs/DRATs) who are matriculate and having five years Service in the Grade of Rs. 3050-75-3850'-80-4590 (pre-revised) and possessing the knowledge / certificate of Stenography (Shorthand & Typing)

7. Lower Division Clerk : From amongst the employees of Central Government/State Government and Courts/Tribunals holding analogous post on regular basis .


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.

The applicants should have a minimum 4 years of Service left as on the last date for receipt of the applications. The selected candidate will be appointed on deputation basis for period of three years and the deputation service of the personnel shall be extended or curtailed on the basis of the performance of the individual and requirement of the Tribunal and shall be governed by the terms and conditions contained in the Department of Personnel and Training OM No. 6/8/2009-Estt.(Pay- II)dated 17.6.2010 as amended from time to time.

The applications of the willing and eligible candidates in the prescribed proforma given below along with attested copies of ACRs for the last five years and who could be spared immediately, may be forwarded so as to reach" The Registrar/Secretary, Debts Recovery Tribunal, 1670,Cauvery Complex, Trichy Road, Ramanathapuram, Coimbatore -641 045" through proper channel within a period of 45 days from the date of issue of this Circular in the Employment News or DRT Coimbatore Web site <http://WWW.drtcbe.tn.nic.in>, whichever is later.

The Bio-data of the applicants should clearly-indicate the service particulars, experience and educational qualifications. No action will be taken on Advance copies. While forwarding the applications, the certificate to the effect that the officer/employee is clear from vigilance angle and no disciplinary case is pending / being contemplated against him/her, may also be issued. The department while forwarding the application may please ensure that the officers/employees who volunteer for the posts shall not be allowed to withdraw subsequently.

Dated, the 2nd July, 2013.


(R.DHANAPAL)
Secretary/Registrar

-3-
Proforma

1. Name of the post applied for -
2. Name and Address in Block Letters -
3. Date of Birth (in Christian era) -
4. Date of Retirement under Central / State Govt. rules -
5. Educational & other Qualifications -

Qualifications / Experience required	Qualifications/ experience possessed by Officers/employee

6. Details of employment in chronological order :

Office/Instt/Orgn.	Post held	From	To	Scale of Pay / Pay Band & Basic Pay or <u>PB Pay + Grade Pay</u>	Nature of duties

7. Nature of present employment (Ad-hoc, Temporary, Permanent):
8. In case the present employment is held on deputation basis, please state-
 - (a) Date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of parent office/organization to which you belong:
9. 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 to the post.
11. Whether belongs to. SC/ST OBC.
12. Complete office address of the candidate including telephone number:

Place :

Date :

Signature of the applicant

Certificate

(To be filled up by the authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from The relevant records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the Circular.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of ACR dossier of the officer for the last five years duly attested are Enclosed.

Signature
Name & Designation of the forwarding officer with seal

To.

1. All Ministries /Departments of Government of India with request to circulate above vacancies.
- 2. The Under-Secretary (DRT), Ministry of Finance, Department of Financial Services, Jeevandeep Building, Parliament Street, New Dehi-110001 with a request to publish the circular in DFS website. ✓
3. The Registrar, Hon'ble High Court of Madras, Chennai
4. The District & Sessions Courts in Chennai, Madurai, Salem and Coimbatore.
5. The Registrar, DRAT, Chennai
6. The Registrar of all DRTs in Southern Region DRAT.
7. All Central Government Offices in Coimbatore/Chennai/Ernakulum/Bangalore
8. Department of Personnel & Training, New Delhi with a request to publish the vacancy circular in the Ministry's website