

No. DRT-III/CHD/2016-17/  
Debts Recovery Tribunal-III,  
SCO 33-34-35, Sector 17-A,  
Chandigarh-160017

Dated: 15.03.2017

VACANCY CIRCULAR

**Sub: Filling up the posts in the Debts Recovery Tribunal-III,  
Chandigarh on deputation basis.**

Applications are invited for the suitable candidates, not exceeding 56 years of age with requisite qualifications and experience for the following posts to be filled up on deputation basis on the prescribed proforma attached as Annexure-II:-

1. Section Officer (One post): Pay in the Pay Band of Rs.9300-34800/- + GPRs. 4600/-

Eligibility: (1) Officers in Central Government or State Government or in Courts holding analogous posts on regular basis and having a degree from recognized University or;

(2) With eight years regular service in the Pay Band 2 of Rs.9300-34800+ Grade pay of 4200/- or equivalent and having a degree from a recognized University.

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

**2. Private Secretary (One Post): Pay in the Pay Band of Rs.9300-34800/- + GP Rs. 4600/-**

Eligibility: (1) Officers in Central Government or State Government or in Courts holding analogous posts on regular basis and having a degree from recognized University or;

(2) Stenographers Grade "C" with eight years regular service in pay Band II of Rs.9300-34800+ Grade pay of 4200/- or equivalent and having a degree from a recognized University.

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

**3. Recovery Inspector (One Posts): Pay in the Pay Band of Rs.9300-34800/- + GP Rs. 4200/-**

Eligibility: (1) Officers holding analogous posts in Central Government/State Governments or in Courts and having degree from a recognized University or;

(2) Court Masters with eight years' regular service in the scale of Rs.5200-20200 + GP 2400/- or equivalent.

**4. Assistant : (One post) Pay in the pay Band of Rs.9300-34800/- + GP 4200/-**

Eligibility (1) Officers in Central Government/State Government or in Courts holding analogous posts and possessing degree from a recognized University; OR

(2) Upper Division Clerks with eight years regular service in the pay Band of Rs.5200-20200+ Grade Pay of Rs.2400 or equivalent.

**5. Accounts Assistant (One Post): Pay in the Pay Band of Rs.9300-34800/- + GP Rs. 4200/-**

Eligibility: (1) Officers of the Central Government holding analogous posts on regular basis; or;

(2) With three years regular service in the pay scale of Rs.5000-8000 or;

(3) With eight years' regular service in the pay scale of Rs.4000-6000 or equivalent and having experience of working as Senior Accountant or Accountant in the scale of Rs.4000-6000, who have undergone training in Cash and accounts.

**6. Steno Grade "C" (Two Posts): Pay in the Pay Band of Rs. 9300-34800/-  
+ GP Rs. 4200/-**

Eligibility: (1) Officers of the Central Government/State Government or in Courts holding analogous posts on regular basis; or

(2) Stenographer Grade "D" with Eight years regular service in the pay scale of Rs.5200-20200 + GP 2400 or equivalent.

**7. Steno Grade "D" (One Post): Pay in the Pay Band of Rs. 5200-20200/-  
+ GP Rs. 2400/-**

Eligibility: (1) Analogous posts on regular basis or

(2) With 5 years regular service as LDC in the scale of Rs.5200-20200 + GP 1900/- or equivalent and possessing the qualifications prescribed for direct recruits i.e. Matriculation or equivalent with a speed 80 words per minute in shorthand (English) 30 words per minute in typing (English).

**8. U.D.C./ Cashier (One Posts): Pay in the Pay Band of Rs. 5200-20200/-  
+ GP Rs. 2400/-**

Eligibility:(1) Employees of Central Government/State Government or in Courts/Tribunals holding analogous posts on regular basis; or

(2) Holding post of LDC with Eight years regular service in the pay scale of Rs.5200-20200 + GP 1900/- or equivalent.

9. **Court Master (One Post):** Pay in the Pay Band of Rs. 5200-20200/- + GP Rs. 2400/-

Eligibility: (1) Persons holding analogous posts in Central Government/State government or in High Court/Tribunals or

(2) Lower Division Clerk with eight years regular service in the scale of Rs. 5200-20200 + GP 1900/- or equivalent.

(3) Persons having knowledge of Stenography will be preferred.

9. **LDC/Typist (Four posts):** Pay in the pay Band of Rs. 5200-20200/- + GP Rs. 1900/-

Eligibility: (1) Persons holding analogous posts in Central Government/State Government or in High Courts/Tribunals.

(2) Matriculation or equivalent with a minimum speed of 30 wpm in English or 25 wpm in Hindi Typewriting.

Applications of willing and eligible candidates in the prescribed proforma along with certificate of Parent Office may be forwarded to this office through proper channel only along with attested copies of last five years ACRs. The last date of receipt of applications in this office will be upto 15.05.2017. The pay scales shown against each post are as per 6<sup>th</sup> Pay commission and pay will be fixed as per 7<sup>th</sup> Pay Commission.

(SatyaNarainRanga)

Assistant Registrar

Copy to:

1) The Under Secretary, Ministry of Finance, Department of Financial Services, New Delhi to arrange for uploading this circular at the website of DFS.

- 2) The Registrar, All DRATs/DRTs through email with request to circulate the same in their respective offices please.
- 3) The Registrar Hon'ble High Court, Punjab and Haryana at Chandigarh.
- 4) The Superintendent, District Court at Chandigarh.
- 5) The Secretary to Hon'ble Chief Minister of Haryana, Civil Secretariat, Chandigarh.
- 6) The Secretary to Hon'ble Chief Minister of Punjab, Civil Secretariat, Chandigarh
- 7) The Secretary Coordination Committee Central Government employee, Sector-9-A, KendrayaSadon, Chandigarh.
- 8) The General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, VIIth floor, SookhanaBhawan, C.G.O Complex, Lodhi Road, New Delhi-110003 with request to publish in the Employment News.

PROFORMA FOR Application for the post of ..... In Debts Recovery Tribunal-III, Chandigarh.

1. Post applied for
2. Name of applicant
3. Date of Birth
4. Present post held and scale of pay
5. Date of appointment in present grade on regular basis
6. Whether present appointment is on regular or ad-hoc basis
7. Educational Qualification
8. Previous deputation, if any
9. Does cooling off period condition of three years from previous deputation is fulfilled
10. Postal Address with Tel. No.
11. Brief Service Particulars
12. Whether SC/ST/OBC
13. On the basis of the information furnished above whether you are eligible for the post applied for

Signature of candidate

Name.....

**CERTIFICATE BY PARENT OFFICE**

The information furnished by the candidate has been verified from the service record of the candidate and is found to be correct. No vigilance case is either pending or being contemplated against Shri/Smt..... and the official will be relieved immediately on having been selected by this office for deputation.

Signature.....

Name.....

Designation.....