

DRT/RNC/Dep/03/2012  
Government of India  
Ministry of Finance  
Department of Financial Services (Banking Division)  
**Debts Recovery Tribunal**  
Badri Narayan Bhawan Street  
Ratu Road, P.O. – Hehal  
Ranchi -834 005

05 Oct 2012

**VACANCY CIRCULAR**

Applications are invited from suitable officers of Central Government/State Government/Courts/Tribunals for the following posts lying vacant in Debts Recovery Tribunal, Ranchi for appointment on deputation basis for a period of one year in the first instance.

Sr No	Name of the post and Scale of the post	No. of Posts	Eligibility criteria /Experience
1.	Private Secretary - Pay Band PB2 – 9300-34800+ Grade Pay Rs. 4600	01	(i) Officers in the Central/State Government or in Courts holding analogous posts on regular basis and having degree from recognized University Or. (ii) Stenographer 'C' with eight yeas regular service in the pay scale of Rs 5500-175-9000 (pre-revised) or equivalent and having a degree from a recognized University Preference will be given to person having experience in judicial or legal works.
2.	Assistant – Pay Band PB2 – 9300-34800+ Grade Pay Rs. 4200	01	(i) Officers in the Central/State Government or in Courts holding analogous posts on regular basis and possessing a degree from a 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- Pay Band PB2 – 9300-34800+ Grade Pay Rs. 4200	01	(i) Officers in the Central/State Government or in Courts holding analogous posts on regular basis and possessing a degree from a recognized University Or (ii) Court Master with eight years regular service in the Scale of Rs 4000-100-6000 (pre revised) or equivalent
4.	Stenographer Grade 'C' - Pay Band PB2 – 9300-34800+ Grade Pay Rs. 4200	01	(i) Officers in the Central/State Government or in Courts holding analogous posts on regular basis Or (ii) Stenographer Grade 'D' with eight years regular service in the Scale of Rs 4000-100-6000 (pre revised) or equivalent
5.	Stenographer Grade 'D' - Pay Band PB1 – 5200-20200+ Grade Pay Rs. 2400	01	(i) Officers in the Central/State Government or in Courts holding analogous posts on regular basis Or (ii) LDC with five years regular service in the Scale of Rs 3050-75-3950-80-4590 (pre revised) or equivalent and having Matriculation or equivalent with a speed of 80 words per minute in English Shorthand and 30 words per minute in English Typing.
6.	Lower Division Clerk- Pay Band PB1 – 5200-20200+ Grade Pay Rs. 1900)	02	Officers in the Central/State Government or in Courts holding analogous posts on regular basis

2. The selected candidate will be appointed on deputation basis initially for a period of one year, which may be extended upto three years or curtailed. The terms and conditions as contained in the DOP&T O.M. No 6/8/2000-Estt. (Pay II) dated 17<sup>th</sup> June 2010 will govern the deputation. Eligibility date will be the closing date of receipt of application. The maximum age limit will be 56 years on the closing date of receipt of application. Candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.



3. Applications from eligible candidate who are desirous of being considered for appointment on deputation basis, may please be forwarded through proper channel along with attested copies of ACRs of the last five years and vigilance clearance to **The Registrar, Debts Recovery Tribunal, Badri Narayan Bhawan Street, Ganga Nagar, Ratu Road, P.O. – Hehal, Ranchi-834005 (Jharkhand)** by **26<sup>th</sup> November 2012**. No action will be taken on advance or incomplete copy of application. The applications should clearly indicate the service particulars, experience and educational qualification as in the format at Appendix -I

#### APPENDIX -i

#### BIO -DATA

1. Post applied for 2. Name and Address of the applicant 3. Date of Birth 4. Present post held 5. Present Pay Band and Grade Pay 6. Date of appointment to the grade (a) Adhoc (b) Regular 7. Educational qualification 8. Experience 9. Date of return from last deputation, if any 10. Whether Gen/SC/ST/OBC 11. Brief service particulars 12. Details of Organization/Office in which working 13. Signature of the candidate

#### CERTIFICATE BY THE PARENT OFFICE

The information furnished by the candidate has been verified from records and is found to be correct. There is no vigilance or disciplinary case pending and /or being contemplated against the above official. The integrity of the official is beyond doubt.

Place

Name & Designation of Forwarding Officer (With Seal)

*Pragya Shantanu*

(Pragya Shantanu)

Registrar

Phone (0651)-2284237

Fax – (0651) 2284236

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