

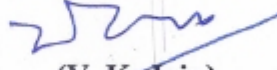
F. NO.14-1/2009-DRT-II
DEBTS RECOVERY TRIBUNAL – II, DELHI
GOVERNMENT OF INDIA/MINISTRY OF FINANCE
DEPARTMENT OF FINANCIAL SERVICES
SANSKRITI BHAWAN, KESHAV KUNJ, D.B. GUPTA MARG
JHANDWALAN, NEW DELHI

Dated :- 05th December, 2013.

VACANCY CIRCULAR

The undersigned is directed to forward herewith a vacancy circular regarding filling up of the various posts of Private Secretary (01), Section Officer (01), Assistant (01), Accounts Assistant (01), Steno Grade 'C' (02), Recovery Inspector (01), UDC (02), and LDC (02) on transfer on deputation basis initially for a period of one year which may be curtailed/extended upto 3 years in the revised 6th CPC Pay Scales in the Debts Recovery Tribunal-II, Delhi, Ministry of Finance, Department of Financial Services, Sanskriti Bhawan, Jhandewalan, D. B. Gupta Road, New Delhi.

It is requested that this Vacancy Circular may be circulated in your office and names of eligible and willing candidates alongwith their Bio-Data in the prescribed format given in the Annexure-I, Vigilance Clearance and attested copies of ACRs for the last five years (Attestation Officer should not be below the rank of Under Secretary) may please be forwarded through proper channel to the undersigned within 45 days from the date of issue of this Circular or 31st January, 2014, whichever is later.


(V. K. Jain)
Assistant/ Registrar
DRT-II, Delhi

Copy to:-

1. Shri Rajiv Sharma, Under Secretary, Department of Financial Services, Ministry of Finance, please get the vacancy circular displayed in the website of Department of Financial Services, Ministry of Finance,
2. The Under Secretary (Admn.), All Ministries/Department/Cabinet Secretariat etc.
3. Ld. Registrar, Supreme Court of India, High Court of Delhi, District Courts and Tribunals, New Delhi/Delhi.
4. Office Order File.

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SANSKRITI BHAWAN, KESHAV KUNJ, D.B. GUPTA MARG
JHANDWALAN, NEW DELHI

Dated : December, 2013.

Applications are invited from eligible candidates of Central Government/State Government/Courts for filling up of the following vacant posts in Debts Recovery Tribunal-II, Delhi on transfer on deputation basis:-

Section Officer (01Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4600/-)

Eligibility: - (i) Holding analogous post on regular basis and having a degree from a recognized University, or (ii) with eight years regular service in the scale of pay of Rs.9300-34800+ GP 4200 or equivalent.

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

Private Secretary – (01Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4600/-)

Eligibility: - (i) Holding analogous post on regular basis and having a degree from a recognized University, or (ii) Stenographer Grade “C” with eight years regular service in the scale of pay of Rs.9300-34800+GP 4200/- or equivalent.

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

Assistant – (01Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4200/-)

Eligibility: - (i) Holding analogous post and on regular basis and having a degree from a recognized University, or (ii) UDC with eight years regular service in the scale of pay of Rs.5200-20200+GP 2400/- or equivalent.

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

Steno Grade ‘C’ –(02Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4200/-)

Eligibility: - (i) Holding analogous posts on regular basis or (ii) Stenographer Grade ‘D’ with eight years regular service in the scale of pay of Rs.5200-20200+GP 2400 or equivalent.

Recovery Inspector– (01Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4200/-)

Eligibility: - (i) Holding analogous post in the Central Government/State Governments or in Courts and having degree from a recognized University; or (ii) Court Masters with eight years regular service in the scale of Rs.4000-100-6000 or equivalent

Accounts Assistant –(01Post by Promotion/Deputation only) –(PB-2 Rs.9300-34800+GP 4200/-)

Eligibility: (i) Holding analogous posts on regular basis; or with three years regular service in the pay scale of Rs.9300-34800+GP 4200; with eight years regular service in the pay scale of Rs.5200-20200+GP 2400 or equivalent and having experience of working as Accountant, Preference will be given to those having undergone training in Cash and Accounts.

U.D.C. – (02Post by Deputation only) –(PB-1 Rs.5200-20200+GP 2400/-)

Eligibility:- Holding analogous post or LDC having eight years regular service in the scale of Rs.5200-20200+GP 1900 or equivalent.

L.D.C – (02Post by Deputation only)-(PB-1 Rs.5200-20200+GP 1900/-)

Eligibility: - Holding analogous posts on regular basis and should have Matriculate or equivalent with a minimum speed of 30 w.p.m. in English typewriting.

Contd....2/-

The period of deputation including the period of deputation in another excadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government should ordinarily not exceed 3 years. The maximum age limit of the applicant shall be 56 years on the last date of receipt of the application. The candidates selected will be appointed on deputation basis for a period of one year in the first instance, which may curtailed/extended upto three years. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. Application of only such candidates will be considered as are routed through proper channel in the prescribed proforma.

It is therefore, requested that the applications of suitable and eligible candidates and who can be spared immediately in the event of selection may be sent directly to Shri V. K. Jain, Assistant Registrar, Debts Recovery Tribunal-II, Delhi, Jhandewalan, D. B. Gupta Road, Sanskriti Bhawan, New Delhi:-110055 alongwith Vigilance Clearance and attested copies of ACR Dossiers for the last five years(Attestation should not be below the rank of Under Secretary) on or before from the date of issue of this circular. Advance copies of applications or those applications received after the prescribed closing date or not accompanied with the attested copies of ACRs for the last 5 years and vigilance clearance certificates are liable to be rejected without assigning any reasons.

BIO-DATA

1. Post Applied for **2.** Name of the Applicant **3.** Date of Birth & Age **4.** Father's name **5.** Present Post held **6.** Date of Appointment in the Present Grade – (i) Ad-hoc (ii) Regular, **7.** Present Pay Band and Grade Pay **8.** Educational Qualifications **9.** Date of return from ex-cadre post, if any **10.** Experience in the grade, **11.** Brief Service particulars, **12.** Whether SC/ST/OBC/ **13.** Postal Address for communication with Telephone Number (i) Residence (ii) Office (iii) Mobile **14.** Postal Address of Parent Dept. with telephone and Fax Numbers **15.** Remarks, if any.

CERTIFICATE BY PARENT OFFICE

The above information furnished by the candidate has been verified from the records and is found to be correct. ACR Dossiers for the last five years and Vigilance Clearance Certificate are enclosed. In the event of selection of the candidate, he/she will be relieved immediately from this department.

Name.....

Designation of Forwarding Officer
with seal.....

Telephone No.....