



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF FINANCIAL SERVICES
**DEBTS RECOVERY TRIBUNAL
COIMBATORE**

Jawans Bhavan, 2nd & 3rd Floor
27, T.B. Road, Coimbatore-641 018

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

Dated 18.09.2017

VACANCY CIRCULAR

Subject : Filling up of vacant posts in the Debts Recovery Tribunal,
Coimbatore on deputation basis – reg.

Applications are invited from the suitable candidates belonging to Central Government/ State Government/ Courts/Tribunals with requisite qualifications and experience for the following existing/anticipated vacancies to be filled up on deputation basis in the Debts Recovery Tribunal, Coimbatore, set up under the provisions of the Recovery of Debts due to Banks and Financial Institutions Act, 1993.

Sl.No.	Post & Level in the Pay Matrix	No.of vacancy	Qualification/Experience and service conditions for the posts.
1	Section Officer (Group B Gazetted) Level 7 (PB-2 : 9,300-34,800 & GP 4,600/- Pre-revised)	1	i) Officers in the Central Government/State Government or in Courts holding analogous posts in regular service and possessing degree from recognized university OR (ii) with 8 years regular service in PB 2 : 9300-34,800 GP Rs.4,200/- (Pre-revised) or equivalent. Desirable Preference will be given to persons having experience in legal or judicial work.
2	Private Secretary (Group B Gazetted) Level 7 (PB-2 : 9,300-34,800 & GP 4,600/- Pre-revised)	1	i) Officers in the Central Government/State Government or in Courts holding analogous posts and possessing degree from recognized university OR (ii) Stenographers Gr 'C' with 8 years regular service in PB 2 : 9300-34,800 GP Rs.4,200/- (Pre-revised) or equivalent. Desirable Preference will be given to persons having experience in legal or judicial work.
3	Assistant Level 6 (PB-2 : 9,300-34,800 & GP 4,200/- Pre-revised)	1	(i) Officers in the Central Government/State Government or in Courts holding analogous posts and possessing degree from recognized university OR (ii) Upper Division Clerk with eight years regular service in the PB-1 : 5,200-20,200, GP 2,400/-(Pre-revised) or equivalent.

4	Recovery Inspector Level 6 (PB-2 : 9,300-34,800 & GP 4,200/- Pre-revised)	1	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 PB-1 : 5,200-20,200, GP 2,400/- (Pre-revised) or equivalent.
5	Stenographer Gr-C Level 6 (PB-2 : 9,300-34,800 & GP 4,200/- Pre-revised)	2	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 PB-1 : 5,200-20,200, GP 2,400/- (Pre-revised) or equivalent.
6	Stenographer Gr-D Level 4(PB-1 : 5,200-20,200 & GP 2,400/- Pre-revised)	1	Employees in Central/State Govt. and Courts/Tribunals holding analogous posts on regular basis ; OR Lower Division Clerk (including regular LDC in DRTs/DRATs) possessing matriculation and having five years service in the PB-1 : 5,200-20,200, GP 1,900/- (Pre-revised) and possessing Matriculation or equivalent with a speed of 80 words per minute in shorthand (English) and 30 words per minute in Typing (English)
7	Lower Division Clerk Level 2(PB-1 : 5,200-20,200 & GP 1,900/- Pre-revised)	2	From amongst the employees of Central Government/State Government and Courts/Tribunals holding analogous post on regular basis.

The applicants should be below the age of 56 years on the last date for receipt of the applications. The selected candidates will be appointed on deputation basis initially for a period of one year, which shall be extendable or curtailed at the discretion of the competent authority. The terms and conditions of the deputation shall be in accordance with 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 application in the attached proforma along with attested copies of APARs for the last five years in respect of the eligible candidates, who can be spared immediately in the event of the selection may be forwarded through proper channel to "The Registrar/Secretary, Debts Recovery Tribunal, Jawans Bhavan, 2nd & 3rd Floor, 27, T.B. Road, Coimbatore-641 018" within 30 days from the date of publication of this vacancy circular in the Employment News.

The applicants should clearly state the service particulars, experience and educational qualifications in the application. The application should be accompanied by a certificate to the effect that the applicant is clear from vigilance angle and no disciplinary case is pending or contemplated against the applicant. The lending organization while forwarding the application may please ensure that the applicants who volunteer to apply for the posts shall not be allowed to withdraw their candidature subsequently.

(M.S.SALIL)
Registrar/Secretary

Pro forma

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 PB Pay + Grade Pay	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 Delhi-110001- with a request to publish the circular in DFS website.
3. The Registrar, Hon'ble High Court of Madras, Chennai
4. The District & Session Courts in Chennai, Madurai, Salem and Coimbatore.
5. The Registrar of all DRT, Chennai
6. The Registrar of all DRTs in Southern Region DRAT.
7. All Central Government Office in Coimbatore/Chennai/Ernakulum/Bangalore
8. Department of Personnel & Training, New Delhi with request to publish the vacancy circular the Ministry's website.