

File No.1/1/2016/Estt-DRT-Siliguri
Govt. of India
Ministry of Finance
Department of Financial Services
Debt Recovery Tribunal(Siliguri)

Dated: 11th September 2017
PCM Tower (2nd Floor), 2nd Mile
Sevoke Road, Siliguri-734001(WB)

VACANCY CIRCULAR

Subject :- Filling up of various posts in Debt Recovery Tribunal, Siliguri on deputation basis

Debt Recovery Tribunal, Siliguri invites applications from officials of the Central Government/State Government/Courts/Tribunals for filling up of the following existing /anticipated vacancies on deputation basis :-

- a) **Private Secretary :- 01 post** (General Central Service; Group-B Gazetted; Non Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs. 4600/- **Pre-revised (6th CPC)**.

Eligibility :-

- i) Officer in the Central Govt or State Govt. or in Court holding analogues posts on regular basis and having a degree from a recognized University , OR
- ii) Stenographer Grade 'C' with eight years regular services in the Pay Band-2 of Rs. 9300-34800/- + GP Rs. 4200/- Pre-revised (6th CPC) or equivalent and having a degree from recognized University.

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

- b) **Recovery Inspector : 02 posts** (General Central Service; Group-B Non-Gazetted; Non Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs. 4200/- **Pre-revised (6th CPC)**.

Eligibility :-

- i) Officer in the Central Govt or State Govt. or in Court holding analogues posts on regular basis and having a degree from a recognized University , OR
- ii) Court Masters with Eight years regular service in the pay band of Rs. 5200-20200/- + GP Rs. 2400/- Pre-revised(6th CPC) or equivalent .

- c) **Accounts Assistant :- 01 post** (General Central Service; Group-B Non-Gazetted; Non Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs. 4200/- **Pre-revised (6th CPC)**.

Eligibility :-

- i) Officers of the Central Govt. holding analogous posts on regular basis, OR
- ii) Eight years regular service in the pay band of Rs. 5200-20200/- + GP Rs. 2400/- **Pre-revised (6th CPC)** or equivalent and having experience of working as Senior Accountant or Accountant, in the pay band of Rs. 5200-20200/- + GP Rs. 2400/- **pre-revised (6th CPC)** who have undergone training in Cash and Accounts.

- d) **Stenographer Grade 'C' :- 02 posts** (General Central Service; Group-B Non-Gazetted; Non Ministerial); Pay in the pay band of Rs. 9300 – 34800/- + GP- Rs. 4200/- **Pre-Revised (6th CPC)**.

Eligibility

- i) Officers of Central Government or State Governments or in the Courts holding analogous posts on regular basis OR
- ii) Stenographers Grade 'D' with eight years regular service in the pay band of Rs. 5200 – 20200/- + GP Rs. 2400/- Pre-revised (6th CPC) or equivalent.

- e) **Stenographer Grade 'D' :- 01 posts** (General Central Service; Group-C Non-Gazetted; Non-Ministerial) Pay in the pay band of Rs. 5200-20200/- + GP-Rs. 2400/- **Pre-Revised (6th CPC)**.

Eligibility

- i) Officers of Central Government or State Governments or in the Courts holding analogous posts on regular basis OR
 - ii) With 5 years regular service as LDC in the pay band of Rs. 5200 – 20200/- + GP Rs. 1900/- Pre-revised (6th CPC) or equivalent and possessing the qualifications prescribed for direct recruits i.e. matriculation or equivalent with a speed of 80 words per minutes in shorthand(English), 30 words per minute in typing (English).
- f) **Court Master :- 01 post** (General Central Service; Group-C, Non-Gazetted; Non-Ministerial) ;Pay in the pay band of Rs. 5200-20200/- + GP-Rs. 2400/- **Pre-Revised (6th CPC)**.

Eligibility

- i) Officers of Central Government or State Governments or High Courts/Tribunals holding analogous posts on regular basis OR
 - ii) LDCs with eight years regular services in the pay band of Rs. 5200-20200/- + GP Rs. 1900/- **Pre-revised (6th CPC)** or equivalent.
 - iii) Persons having knowledge of Stenography in English will be preferred.
- g) **Upper Division clerk :- 01 posts** (General Central Service; Group-C Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 5200-20200/- + GP-Rs. 2400/- **Pre-Revised (6th CPC)**

Eligibility

- i) Officers of Central Government or State Governments or employees of the Courts/Tribunals holding analogous posts on regular basis OR
 - ii) LDCs with eight years regular service in the pay band of Rs. 5200-20200/- + GP Rs. 1900/- **Pre-Revised (6th CPC)** or equivalent.
- h) **LDC/Typist- 04 posts** (General Central Service; Group-C Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 5200-20200/- + GP-Rs. 1900/- **Pre-Revised (6th CPC)**

Eligibility

- i) Persons holding analogous posts in the Central Government or State Government or In Courts/Tribunal on regular basis.
- ii) Matriculation or equivalent with a minimum speed of 30 words per minutes in English or 25 words per minutes in Hindi Typing.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or Department of Central Government should ordinarily not exceed three years. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application. **The candidate must fulfill a cooling off period of 3 years from the date of his return from previous deputation/ex-cadre posts.**

3. The Debts Recovery Tribunals are quasi-judicial bodies set up under the provision of Recovery of Debts Due to Bank & Financial Institutions Act 1993. Selected candidates will be appointed on deputation basis for a period of three years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the DOP&T s O.M. No. 6/8/2009-Estt(Pay-II) dated 17.6.2010, as amended from time to time.

4. Applications of eligible (as on closing date) and willing candidates, whose service can be spared, in the prescribed proforma duly signed by the applicant, verified and countersigned by the Head of Department/Cadre Controlling Authority, may be forwarded to with the following documents so as to reach the following address mentioned below within 45 days from the date of publication of this advertisement, as in Appendix-I in the Employment News :-

To

The Registrar,
Debts Recovery Tribunal
P.C.M Tower(2nd Floor)
2nd Mile, Sevoke Road
Siliguri-734001(WB)

- I) Statement of Bio-Data in the prescribed format (as per Annexure-A) duly signed by the candidate and forwarded through proper channel;
- II) Copies of ACRs/APARs for the last five years (i.e. from 2011-12 to 2015-16) attested on each page by an officer not below the rank of Under Secretary;
- III) Vigilance clearance Certificate;
- IV) No Minor/Major penalty certificate for the last five years (as per annexure-B)
- V) Integrity Certificate;
- VI) Cadre clearance certificate;

5. Applications once submitted shall not be permitted to be withdrawn later.

6. For all the above mentioned posts working experience on computer and internet is desirable.

7. Incomplete applications or those received without requisite documents or received after the last date or not received through proper channel will not be entertained and no correspondence will be made or entertained in this regard.


11.9.17

(SATYEN LAMA)

Registrar/Secretary

Present Address :-P.C.M. Tower(2nd Floor)
2nd Mile, Sevoke Road,
Siliguri- 734001(WB)
Mobile No-9433284372

Copy to

- 1) The Under Secretary, Department of Financial Services, New Delhi with request to upload the Vacancy Circular in the Web site of the Department and DRT Web site.
- 2) The Registrar, All DRAT/DRTs through e-mail with request to circulate the same in their respective offices please.
- 3) The Commissioner of Police, Delhi

BIO-DATA PROFORMA

Application for the post of.....

1	Name :(in Block Letters)					
2.	Postal Address (in Block Letters)					
	Email id:					
	Cell Phone:					
	Office Phone:					
3	Date of Birth (in Christian era):					
	Age as on closing date of the application:					
4	Date of retirement under Central/State Government Rules:					
5	Name of the Parent Organization of the applicant:					
	Postal address of parent Organization and Telephone/Fax Numbers:					
6	Nature of present employment, i.e. adhoc or Temporary or quasi permanent or permanent:					
	If permanent then the date of appointment in present grade on regular basis/adhoc basis (if applicable):					
7	Additional details about present employment:- Please state whether you are working under (Indicate the name of your employer against the relevant column)					
	(a) Central Government					
	(b) State Government					
	(c) Autonomous Organization					
	(d) Government Undertaking					
	(e) Universities					
	(f) Others					
8	In case the present employment is held on deputation/contract basis, please state.					
	(a) The date of initial appointment					
	(b) Period of appointment on deputation/contract					
	(c) Name of the parent office/Organization to which you belong.					
9	Present Pay Band and Grade Pay:					
10	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre revised scale.					
11	Date of return from last ex-cadre post, if any:					
12	Educational Qualifications:					
13	Whether Education and other qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same:					
		Qualification/Experience required		Qualification/Experience possessed		
	Essential					
	Desired					
14	Please state clearly whether in the light of the entries made by you above, you have met the requirements of the post :					
15	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:					
	Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

16	Please state whether you are working in the same Department and are in the feeder grade or feeder grade to feeder grade:	
17	Please state whether you are applying for deputation (ISTC) absorption/re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non Government organizations are eligible only for short term contract):	
18	Whether belongs to SC/ST/OBC:	
19	Brief of duties handled:	
20	Whether you have working experience on computer and internet. Additional information, if any, which you would like to mention in support of your suitability for the post:	

I have carefully gone through the vacancy circular / advertisement and am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address

Contact No & email ID:-

Date:-

Office of the.....

Certificate to be furnished by the employer/Head of Office/Forwarding Authority

1. Certified that particulars furnished by Shri/Smt/Km found correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- There is no vigilance case pending / contemplated against him/her.
- Copies of ACRs for the last 5 years i.e from 2011-12 to 2015-16 duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- His integrity is beyond doubt.
- No major / minor penalties has been imposed on him during the last five Years/list of major/minor penalties imposed on him/her during the last five years is enclosed.
- This office has no objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

(Strike out which is not applicable)

Dated

Place-

Signature

Name & Designation of the employer (With Seal)
Tel No & Official email id:

MAJOR / MINOR PENALTY CERTIFICATE

Annexure-B

Certified that there is no major / minor penalty imposed on Shri /Smt _____ for the last five years.

Dated

Place-

Signature

Name & Designation of the employer (With Seal)
Tel No & Official email id: