



F. No. 25 (3)/DRT/Rectt./Estt./

287

Government of India, Ministry of Finance, Department of Financial Services,  
Debts Recovery Tribunal, C-71, Sector-7, CDA, Cuttack, Odisha, 753 014.

Tele: 0671-2505999, 2503081, Fax:0671-2503081.

Dated 2<sup>nd</sup> August 2013.

VACANCY CIRCULAR

Applications are invited from the suitable candidates with requisite qualifications and experience for the following posts to be filled up on Adhoc deputation basis upto maximum three years in Debts Recovery Tribunal, Cuttack:-

(i) RECOVERY INSPECTOR (Rs.9300-34800/- + GRADE PAY Rs.4200/- Pre-revised Rs.5500-175-9000/-) (01 Post): - Employees of Central Government/State Governments or in Courts/Tribunals holding analogous posts and having degree from a recognised University; or Court Masters with eight years' regular service in the Pay Band-1 of Rs. 5200-20200/- + Grade Pay Rs.2400/- (Pre-revised Rs.4000-100-6000/-) or equivalent.

(ii) UPPER DIVISION CLERK (Rs.5200-20200/- + GRADE PAY Rs.2400/- pre-revised Rs. 4000-100-6000/-) (01 Post): - Employees of Central Government/State Governments or Courts/Tribunals holding analogous post on regular basis or posts of Lower Division Clerk with 8 years regular service in the scale of Rs.5200-20200/- + Grade Pay Rs.1900/- (Pre-revised Rs.3050-75-3950-80-4590/-).

(iii) COURT MASTER (Rs.5200-20200/- + GRADE PAY Rs.2400/- pre-revised Rs. 4000-100-6000/-) (01 Post): - Employees of Central Government/State Governments or in High Courts/Tribunals holding analogous post on regular basis or posts of Lower Division Clerk with 8 years regular service in the scale of Rs.5200-20200/- + Grade Pay Rs.1900/- (Pre-revised Rs.3050-75-3950-80-4590/-) or equivalent. Persons having knowledge of stenography will be preferred.

(iv) STENOGRAPHER GRADE 'D' (Rs.5200-20200/- + GRADE PAY Rs.2400/- pre-revised Rs. 4000-100-6000/-) (01 Post): - Employees of Central Government or State Government or Courts/Tribunals holding analogous post on regular basis or 5 years regular service as LDC in the Scale of Rs.5200-20200/- + Grade Pay Rs.1900/- (Pre-revised Rs. 3050-75-3950-80-4590/-) or equivalent and possessing the qualification of Matriculation or equivalent with a speed of 80 words per minute in shorthand (English) and 30 words per minute in typing (English).



(v) LOWER DIVISION CLERK (Rs. 5200-20200/- + GRADE PAY Rs.1900/- pre-revised Rs. 3050-75-3950-80-4590/-) (03 Posts): - Employees of Central Government/State Governments or Courts/Tribunals holding analogous post on regular basis and possessing the qualification of Matriculation or equivalent with a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Desirable - Acquaintance with word processing.

**Note:-**

i) Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other Organisation/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications).

ii) The Tribunal is a quasi-judicial body set up under the provisions of the Recovery of Debts due to Banks & Financial Institutions Act, 1993. The deputation will be governed by the terms & conditions as contained in the DOPT's O.M. No.6/8/2009-Estt (Pay II) dated 17/06/2010 as amended from time to time.

The application as per Annexure-I enclosed, from eligible candidates who are desirous of being considered for appointment on deputation should reach to the undersigned through proper channel alongwith vigilance clearance, integrity certificate and attested copies of ACRs/APARs for the last five years within 45 days from the date of issue of this circular.

  
(AMIT ROY CHOWDHURY)  
REGISTRAR

To

1. Shri Rajiv Sharma, Under Secretary to the Government of India, Ministry of Finance, Deptt. of Financial Services, Jeevan deep Building, 10, Parliament Street, New Delhi with a request to upload the above vacancy in the Website of Ministry.
2. All Department/Ministries of Government of India in Odisha State.
3. All Department/Ministries of State Government of Odisha.
4. The Registrar of all DRATs/DRTs.
5. The Registrar General, Odisha High Court, Cuttack.
6. All District & Sessions Judge in Odisha State.
7. Notice Board.



**Form of Application**

NO COLUMN SHOULD BE LEFT BLANK

{SEPARATE APPLICATION TO BE SUBMITTED FOR SEPARATE POST(S)}

1	Name of the applicant (in block letters)					
2	Post applied for					
3	Date of Birth					
	Age as on last date for receipt of application					
4	a) Date of Joining Service					
	b) Name of the Service					
5	Details of postings (in last 10 years)					
Sl No	Designation	Department/ Office/ Organisation	Whether post held on Regular/ Adhoc/ Officiating/ Deputation basis	Period		
				From	To	
6	POST HELD ON REGULAR BASIS					
	a) Name of the post					
	b) Scale of pay/Pay Band+ Grade Pay					
	c) Whether employed under Central Government/State Government / Courts/Tribunal.					
7	PRESENT POST HELD					
	a) Name of Post					
	b) Scale of Pay/ Pay Band+ Grade Pay					
	c) Whether holding on Adhoc/ Officiating/Deputation basis, if so, the date of appointment					
8	Present Basic Pay					
9	a) Educational Qualifications					
	b) Professional qualifications, if any					
10	Date of return from last ex-cadre post, if any					

Contd...P/2

11	Date of completion of cooling off period, if applicable	
12	Whether belongs to SC/ST/OBC/PH	
13	Whether all eligibility conditions are fulfilled.	
14	Postal address for communication with Telephone Number and PIN Code (in block letters)	
15	Postal address of parent department with Telephone Numbers and PIN Code (in block letters)	

Certified that the information furnished above by me is correct.

Signature of the candidate

**OFFICE OF.....**  
**(Cadre Controlling Authority)**

Certified that the particulars given above are correct as per records available in the Department / Office of .....

It is also certified that Shri/Smt/Ms..... is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her. The attested copies of Annual Confidential Reports/APARs for last 5 years are enclosed.

It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer, in case Shri/Smt/Ms..... is selected for the post of ..... in Debts Recovery Tribunal, Cuttack.

(Name & Signature & Telephone No.  
of Officer with Official Stamp)

Place: \_\_\_\_\_

Date: \_\_\_\_\_