

Kol.DRT-2/1/1/2008/Estt./ 17/6
Government Of India
Ministry Of Finance
Department of Financial Services
Kolkata Debts Recovery Tribunal No.2

Jeevan Sudha Building, 7th Floor,
42 C, Jawaharlal Nehru Road,
Kolkata-700071
21st November ,2017

VACANCY CIRCULAR

Application are invited from eligible candidates of the Central Government/State Governments/Courts/Tribunals for filling up of the following vacant posts in the Kolkata Debts Recovery Tribunal No. 2, through appointment on deputation . Applications are also invited from retired Central/ State Government/High Court/District Court Stenographers for engagement on contract only against the vacant posts of Stenographers):

Sl No.	Name of the post	No. of posts vacant	Method of Recruitment	Pay	Remarks
1.	Private Secretary	1	Promotion/ Deputation	Level-6	
2.	Assistant	1	Promotion/ Deputation	Level-6	
3.	Accounts Assistant	1	Deputation	Level-6	
4.	Steno Grade 'C'	2	Promotion/ Deputation	Level-6	
5.	Steno Grade 'D'	1	Deputation	Level-4	
6.	Court Master	1	Deputation/ Promotion	Level-4	
7.	Lower Division Clerk	2	Deputation/ absorption	Level-2	1 post likely to be vacant.

The Tribunal being a quasi-judicial body set up under the provisions of the Recovery of Debts Due to Banks & Financial Institution Act,1993.

The deputation will be governed by the terms and conditions as contained in DOPT O.M. No.2/22(B)/2008-Estt (Pay-II) dated 3rd September,2008 and 2/6/2009-Estt. (Pay-II) dated 25th February,2009,as amended from time to time.

1. Private Secretary: (Pay Scale Rs.6500-200-10500/- Pre revised as per 5th CPC). The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

- (1) Officers in the Central Government/State Government or in Courts or holding analogous posts on regular basis and having a degree form a recognized University.
- (2) Stenographers Grade 'C' with 'eight years' regular service in the Pay Scale Rs.5500-175-9000 Pre revised as per 5th CPC) or equivalent and having a degree from a recognized University.

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

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/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.)

Note 2: Departmental Grade Grade 'C' Stenographers with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

2. Assistant: (Rs.5500-175-9000 Pre revised as per 5th CPC) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

(1) Officers in the Central Government/State Government or in Courts or holding analogous posts on regular basis and having a degree form a recognized University, or

(2) Upper Division Clerks with eight years' regular service in the scale of Rs.4000-100-6000/- (Pre-revised as per 5th CPC) or equivalent.

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/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.)

Note 2: Departmental Upper Division Clerks with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

3. Accounts Assistant: (Rs.5500-175-9000 Pre revised as per 5th CPC) The post is to be filled up by deputation. For deputation the following conditions are laid down.

- (1) Officers in the Central Government/ holding analogous posts on regular basis; or
- (2) with three years' regular service in the pay scale of 5000-8000; or
- (3) with eight years regular service in the scale of Rs.4000-6000/- (Pre revised as per 5th CPC) or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of 4000-6000 (Pre revised as per 5th CPC), who have undergone training in Cash and Account.

Note : Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other Organizations/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.)

4. Stenographer Grade 'C': (Rs.5500-175-9000 Pre revised as per 5th CPC). The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

- (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular; or
- (2) Stenographer Grade 'D' with eight years regular service in the scale of Rs.4000-100-6000 as per 5th CPC or equivalent.

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/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.)

Note 2: Departmental Grade 'D' Stenographers with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

5. Stenographer Grade 'D': (Level-4 in the Pay Matrix). The post is to be filled up by deputation. For deputation the following conditions are laid down.

- (1) Analogous posts on regular basis;

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/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.)

6. Court Master: (Rs.4000-100-6000 Pre revised as per 5th CPC) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

- (1) Persons holding analogues posts in Central Government/State Government or in High Court/Tribunal.
- (2) Lower Division Clerks with eight years' regular service in the scale of Rs.3050-75-3950-80-4590/-(pre-revised as per 5th CPC) or equivalent.
- (3) Persons having knowledge of Stenography will be preferred.

Note : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or any Organization/Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.

7. Lower Division Clerk: (Level-2 in the Pay Matrix). The post is to be filled up by deputation/absorption. For deputation the following conditions are laid down.

From amongst staff of Central/State Government or Courts/Tribunal holding analogous post on regular basis.

Note : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.

The application through proper channel in the prescribed pro-forma along with vigilance clearance/no-objection certificate/cadre clearance and last 5 year's APARs should reach the undersigned within 45 days from the date of publication of this advertisement.


Registrar-in-Charge
शिवतोष बैनार्जी
Shibatosh Banerji
सहायक पैजीयक
Asistant Registrar
वित्तीय सेवा विभाग
DEPARTMENT OF FINANCIAL SERVICES
कोलकाता ऋण वसुली अधिकरण - २
KOLKATA DEBTS RECOVERY TRIBUNAL NO. 2

PROFORMA FOR APPLICATION FOR VACANCIES TO BE FILLED BY
WAY OF PROMOTION/DEPUTATION

1. Name of the Post applied for: :
2. Name of the applicant (in Block Letters) :
 - (a) Address for correspondence :
 - (b) Contact No. :
4. Date of retirement under Central/State Government
5. Educational Qualification
6. Details of employment in chronological order.

Office /Institution	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in details)

7. Nature of present employment i.e., ad hoc or Temporary or Quasi-Permanent or Permanent.
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. Whether belong to SC/ST/OBC
10. Remarks

Signature of the Candidate

Certificate by Parent Office

The information furnished by the candidates have been verified from records and is found to be correct.

Name:
Designation:
Office: