



Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL-MADURAI

3rd & 4th Floor, Kalyani Towers,
4/162, Madurai-Melur Road,
Uthangudi PO, Madurai – 625 107
Tel. No. 0452-2423068 / 2423070
Fax No. 0452-2423067

No. 2-2/2014-DRT/MDU

Dated : 04.03.2014

VACANCY CIRCULAR

Applications are invited from eligible candidates of Central / State Governments for selection to the vacancies in various categories existing in this Tribunal (*as per Annexure-I*), on deputation basis. The candidates applying for the deputation post must be below 56 years of age as on the closing date for receipt of application. Applications in the prescribed format (*as per Annexure II*) of willing and eligible candidates who can be relieved shortly, along with attested copies of last five years ACRs/APARs and the original certificate from the Controlling authority (*as per Annexure III*) may be forwarded to the undersigned within 45 days from the date of this circular. Candidates shall not be allowed to withdraw their candidature after the selection process is over. Advance copy will not be accepted. Applications with incomplete information or are received after the last date or not received through proper channel, will not be considered. Candidates from Autonomous Bodies need not apply. If any clarification about the posts etc. is needed, this Tribunal may be contacted either on phone (0452-2423068) or in person between 4.00 PM and 5.30 PM on all working days, or by e-mail (drtmdu@nic.in).

The selected candidates will be appointed on deputation for a period of three years initially which may be extended up to two years subject to satisfactory performance and other terms and conditions. Their service conditions will be regulated strictly according to the terms and conditions *vide* Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, as amended from time to time.


(P. Vinayagam)
Registrar

E-mail: drtmdu@nic.in

To

1. All Ministries / Departments of Government of India – It is requested that this circular may please be given wide publicity.
2. The Deptt. of Personnel & Training, North Block, New Delhi with the request to upload this circulate in DoPT website under “Vacancies”.
3. The Under Secretary (DRT), Deptt. of Financial Services, Banking Division, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi 110 001 – with request to upload the circular in DoFS website.
4. The Registrars of all Debts Recovery Appellate Tribunals & Debts Recovery Tribunals.
5. All Central Administrative Tribunals.
6. All State Govt. Offices / Central Govt. Offices in Tamil Nadu.
7. The Registrar General / Registrar, All High Courts
8. The Officer-In-charge, NIC, Chennai with a request to post the circular in the web site of DRT, Madurai and all Govt. of India’s appropriate website.

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Details of vacancies

Section Officer (One post) Group- 'B' Gazetted : General Central Service; (Non-Ministerial) Pay Scale Rs.9300-34800/- plus Rs.4600/- as Grade Pay in PB-2

Eligibility: (i) Holding analogous posts with the same Grade Pay on regular basis and having a degree from recognized University, or (ii) Assistants, Group 'B' Non-gazetted, with eight years regular service in the pay scale of Rs.5500-175-9000 (Pre-revised) or equivalent and having a degree from a recognized University.

Assistant/Research Assistant (Two posts) Group-'B' Non-Gazetted: General Central Service; (Non-Ministerial) Pay Scale Rs. 9300-34800/- plus Rs.4200/- as Grade Pay in PB-2

Eligibility: Holding analogous posts with the same Grade Pay on regular basis and possessing degree from a recognized University: or (ii) UDC with eight years regular service in the pay scale of Rs.4000-100-6000 (Pre-revised) or equivalent.

Accounts Assistant (One post) Group-'B' Non-Gazetted: General Central Service; (Non-Ministerial) Pay Scale Rs. 9300-34800/- plus Rs.4200/- as Grade Pay in PB-2

Eligibility: (i) Holding analogous post with the same Grade Pay on regular basis or (ii) with three year's regular service in the pay scale of Rs. 5000-8000 (Pre-revised) or (iii) with eight year's regular service in the pay scale of Rs. 4000 – 6000 (Pre-revised) or equivalent and having experience of working as Senior Accountant or Accountant in the pay scale of Rs. 4000 – 6000. Candidates, who have undergone training in Cash and Accounts in ISTM, New Delhi, or INGAF, Government of India at any of its Regional Centres, will be given preference.

Recovery Inspector (Two posts) Group-'B' Non-Gazetted: General Central Service; (Non-Ministerial) Pay Scale Rs. 9300-34800/- plus Rs.4200/- as Grade Pay in PB-2

Eligibility: Holding analogous posts with the same Grade Pay on regular basis and possessing degree from a recognized University: or Court Master with eight years regular service in the pay scale of Rs.4000-6000 (Pre-revised) or equivalent.

Steno Grade 'C' (Two posts) Group- 'B' Non-Gazetted: General Central Service; (Non-Ministerial) Pay Scale Rs. 9300-34800/- plus Rs.4200/- as Grade Pay in PB-2

Eligibility: Holding analogous posts with the same Grade Pay on regular basis or (ii) Steno Grade 'D' with eight years regular service in the pay scale of Rs.4000-100-6000 (Pre-revised) or equivalent.

Lower Division Clerk (1 post) Group-'C' Non-Gazetted: General Central Service; (Non-Ministerial) Pay Scale Rs. 5200-20200/- plus Rs.1900/- as Grade Pay in PB-1

Eligibility: Holding analogous posts with the same Grade Pay on regular basis. Desirable : Acquaintance with working on computer.

Annexure II

Proforma for applying

Post applied for.....

1. Name & Designation
2. Date of Birth
3. Educational Qualification
4. Full Office address
5. Date of appointment to the present post held with details of Pay Band, Grade Pay and Pay Scale
6. Nature of the appointment in the present post (whether ad-hoc/regular/deputation)
7. If on deputation, since when the deputation started and name of the substantive post held in your parent cadre with details regarding Pay band, GP and Pay Scale in the said post.
8. Details of service and nature of duties performed
9. Whether fulfilling anyone of the eligibility criteria and how
10. Whether SC/ST/OBC
11. Any other relevant information.

Place & Date:

Signature with personal e- mail ID and Mobile No.

Annexure III

***Certificate by the Cadre Authority**

- a) All the items of the information furnished by the candidate have been verified from his / her service records available and are found to be in order.
- b) No disciplinary proceeding or departmental enquiry is either pending or contemplated against the candidate and his/her integrity is beyond doubt.
- c) The application is being forwarded with the approval of competent authority.

Controlling Authority with seal and date and phone no.

*No attested copy of this certificate will be accepted. This certificate is required to be issued by the concerned authority not below the rank of Under Secretary.

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