



By E.Mail

DEBTS RECOVERY TRIBUNAL, AURANGABAD
GOVT.OF INDIA, MINISTRY OF FINANCE
(Department of Financial Services)

"Jeevan Suman", L.I.C. Building, Plot No.3, N-5, CIDCO, Aurangabad-431003 (MS).

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No. DRT /AUBAD /Circular / Accounts Assistant / 193 / 2014

Date: 27-03-2014

Vacancy Circular

Filling up of one vacancy on deputation basis in Debts Recovery Tribunal (DRT)
Aurangabad, under Department of Financial Services, Ministry of Finance.

- 1) It is proposed to fill up one post of Accounts Assistant, in the Pay Band PB-2 Rs.9300-34800/- + Grade Pay Rs.4200/- on deputation basis in DRT, Aurangabad under department of financial services, Ministry of Finance.
- 2) Willing and eligible officers may submit their applications duly filled in prescribed proforma through proper channel only (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before **9th May, 2014**.
- 3) No applicant will be permitted to withdraw his/her name after selection.
- 4) The Cadre Controlling Authority of the officers are requested to forward the application of the interested officers, by duly filling up part-II of the application form, alongwith attested copies of the ACRs / APARs of the Officers for the last five years. It may also be noted that, if any ACR / APAR for a period of more than three months is not recorded, then ACR / APAR prior to that period may be forwarded alongwith No Report Certificate for such period(s).
- 5) The applications received after the last date or received incomplete or not received through proper channel will not be considered.
- 6) The candidate applying for the deputation post must be below 56 years of age on the last date of receipt of application.
- 7) The selected candidate 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, others terms & conditions of deputation will be governed as per the Department of Personal & Training office memorandum 6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

Requisite qualifications & experience for Accounts Assistant, in the Pay Scale of PB-2 Rs.9300-34800/- + Grade Pay Rs.4200/ in DRT, Aurangabad is as under :-

- i) Officers of the Central Government holding analogous posts on regular basis; Or
- ii) With three years' regular service in the pre-revised pay scale of Rs. 5000-8000. Or

Contd..2

- iii) With eight years regular service in the pre-revised pay scale of Rs. 4000-6000 or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of pre-revised pay Rs. 4000-6000, who have undergone training in Cash and Accounts.

General Conditions

- 1) Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other Organization/Department of Central Government should ordinarily not exceed three years.
- 2) Applications in the prescribed proforma given below duly signed by the applicant, verified and counter signed by the Head of Office may be forwarded "**Through Proper Channel**" to the undersigned, alongwith attested copies of last 05 years ACRs / APARs, vigilance clearance and integrity certificate.
- 3) No TA/DA will be allowed for attending the interview etc, if called for.
- 4) Application once submitted shall not be permitted to be withdrawn later.
- 5) Application addressed to the undersigned on above address duly completed in all respects should reach **on or before 09th May, 2014**.
- 6) Applications not received through the proper channel shall not be considered.

Proforma of Application:(Part-I)

(1) Post applied for, (2) Name of the Applicant, (3) Date of Birth, (4) Present post held/Service to which he/she belongs to, (5) Date of appointment in the grade : (i) Adhoc, (ii) Regular, (6) Present pay band and Grade pay, (7) Name and address of the office where presently employed (8) Educational / Professional Qualifications, (9) Details of service rendered specifying period, department and nature of duties performed, (10) Date of return from last ex-cadre post if any, (11) Whether belongs to SC/ST/OBC, (12) Any other relevant information.

Place:
Date:

Signature:
Name, Designation and office of the applicant:

CERTIFICATE BY PARENT OFFICE (Part -II)

The information furnished by the candidate has been verified from records and is found to be correct. It is further certified that the candidate is clear from vigilance angle and no disciplinary action is pending or being contemplated against him. His / Her integrity is beyond doubt. Attested copies of his / her last 05 years ACRs/APARs are annexed herewith.

Place:
Date:

Name _____
Designation _____
Office _____

**Asstt. Registrar
Debts Recovery Tribunal
Aurangabad.**


Copy forwarded to :

- 01) The Under Secretary to the Govt. of India, Ministry of Finance, Department of Financial Services, (Banking Division), 'Jeevan Deep' Building, Parliament Street, New Delhi - 110 001. with a request to up-load on the website of Ministry of Finance.

Copy forwarded to :

- 02) The Registrar, of all DRAT's.
 - 03) The Registrar, of all DRT's.
 - 04) The Commissioner of Income Tax, Aurangabad.
 - 05) The Commissioner, Central Excise, Town Centre, Cannought Place, CIDCO, Aurangabad.
 - 06) The Principal, Kendriya Vidyalaya, Cantonment, Aurangabad.
- With a request to circulate amongst the staff members,

- 07) Notice Board, D.R.T., Aurangabad.
- 08) Guard file.
- 09) official website, DRT Aurangabad.


(C. S. Chouhan)
Assistant Registrar (HoO)
Debts Recovery Tribunal,
Aurangabad (M.S.).