

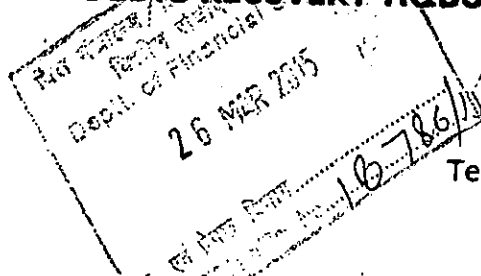


Government of India

Ministry of Finance

Department of Financial Services

DEBTS RECOVERY TRIBUNAL-MADURAI



3rd & 4th Floor, Kalyani Towers,
4/162, Madurai-Melur Road,
Uthangudi, Madurai - 625 107
Tel. No. 0452-2423068 / 2423070
Fax No. 0452-2423067
E-mail: drtmdu@nic.in

No.2-1/2015-DRT/MDU

Dated : 16.03.2015

VACANCY CIRCULAR

Applications are invited from eligible candidates of Central / State Governments / Courts for selection to the vacancies in various categories existing in this Tribunal (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 (Annexure-II) of willing and eligible candidates who can be relieved shortly, along with attested copies of latest five years ACRs/APARs and the original certificate from the Cadre Controlling Authority (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 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.

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.

for 27/3
SO (DRT) / R. Page 1
27/3/15

(Signature)
(MAHADEVAN.D) 16/3/2015
Registrar Incharge
Page 1 of 5

To

1. All Ministries / Departments of Government of India – It is requested that this circular may please be given wide publicity.
2. The Department of Personnel & Training, North Block, New Delhi with the request to upload this circulate in DoPT website under "Vacancies".
3. The Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi – with request to upload the circular in DoFS website.
4. The Registrars of All Debts Recovery Appellate Tribunals & All Debts Recovery Tribunals.
5. All Central Administrative Tribunals.
6. All State / Central Government Offices. .
7. The Registrar Generals / Registrars, All High Courts .
8. The Officer-In-charge, NIC, Chennai-90, with a request to post the circular in the web site of DRT, Madurai and all Government of India's appropriate website.



(6/3/2015)

Details of vacancies

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

i) Steno Grade 'C' (Two posts)

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.

ii) Assistant / Research Assistant (One post)

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.

iii) Accounts Assistant (One post)

Eligibility : (i) Central Government employees 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.

iv) Recovery Inspector (Two posts)

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.

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

v) Lower Division Clerk (Two posts)

Eligibility : Holding analogous posts with the same Grade Pay on regular basis.

Desirable : Acquaintance with working on computer.

vi) Pay Scale Rs. 5200-20200/- plus Grade Pay Rs.1800/- in PB-1

Multi Task Staff (One post)

Eligibility : Holding analogous posts with the same Grade Pay on regular basis.

Desirable : Acquaintance with working on computer.



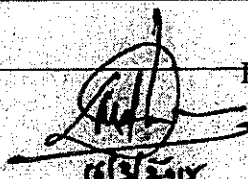
(6/3/2014)

Form of Application

(To be filled by the Applicant)

(No column should be left blank - Separate application to be submitted for separate post(s))

1	Name of the Applicant (Block Letters):							Recent Passport size Photo should be pasted here	
2	Post applied for:								
3	(a) Date of Birth								
	(b) Age as on last date for receipt of application			-----years -----months -----days					
	(c) Date of Retirement								
4	(a) Date of Joining Service								
	(b) Name of the Service								
5	Details of postings in last 10 years, starting with present post held:								
	Sl No	Designation	Deptt./ Office/ Org.	Whether post held on Regular/ adhoc/officiating/ deputation basis	Whether Group 'B' / 'C'	Whether Gazetted / Non-Gazetted	Scale of pay / Pay Band + Grade Pay	Period From To	
	1.								
	2.								
6	POST HELD ON REGULAR BASIS								
	(a) Name of the post								
	(b) Whether Group - B / C								
	(c) Scale of pay/ Pay Band + Grade Pay								
	(d) Date of appointment on regular basis in Group - B/C post								
	(e) Whether employed under Central Government / State Government / Court / Tribunal								
7	Present Basic Pay								
8	(a) Educational Qualifications								
	(b) Professional Qualifications, if any								
9	Date of return from last ex-cadre post, if any								
	(a) Date of completion of cooling off period, if applicable								
10	Whether belongs to SC/ST/OBC/PH								
11	Whether all eligibility conditions are fulfilled								



12	(a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRT/ DRAT(s) and period of deputation	
	(b) Whether attended interview for the posts in DRT/ DRAT earlier. If so, year of appearance and the number of attempts.	
13	(a) Postal Address for communication with PIN Code and Fax Number (Block letters) Telephone No. Mobile No. E-mail ID.	
	(b) Postal address of parent dept. with PIN Code and Fax Number (Block letters) Telephone No. Mobile No. E-mail ID.	

Certified that the information furnished above by me is correct.

Place:

Date:

Signature of the Applicant

Annexure-III

(To be filled by Cadre Controlling Authority of the Applicant not below the rank of Under Secretary)

OFFICE OF THE

Certified that the particulars given above by the applicant are verified and found correct as per records available in this Department / Office of

2. It is also certified that Shri/Smt/Ms.....is clear from vigilance angle and no disciplinary proceedings is pending or contemplated against him/her.

3. It is also certified that Integrity of Shri/Smt/Ms..... is.....

4. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 5 years i.e. 2013-14, 2012-13, 2011-12, 2010-11, 2009-10 are enclosed along with NRC for the period(s).....

[If ACR/APARs of the relevant period are not available, then ACRs/APARs prior to 2009-10 for the matching period need to be forwarded along with No Report Certificate (NRC)].

5. It is certified that the application is being forwarded with the approval of the Competent Authority and that this Department/Office shall have no objection to relieve of the said officer, in case he/she is selected for the post of..... in the Debts Recovery Tribunal, Madurai.

Place :

Date :

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


06/03/2015