

No.4/2/2011/DRT-III/Delhi
Govt. of India, Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal-III, Delhi

4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi-110 001
Ph.011-23748467, 23748469
Fax-011-23748467
Email: drt3delhi-dfs@nic.in

Dated : 21st November, 2017.

VACANCY CIRCULAR

Applications are invited for filling up one post of **Private Secretary** in the Debts Recovery Tribunal-3, Delhi in Level-7 (Rs.44900-142400/-) in Pay Matrix as per 7th CPC (Pre-revised PB-2 of Rs.9300-34800 plus Grade Pay of Rs.4600/-) **on deputation basis failing which on Contract basis by engaging Retired Central /State Govt./High Court/District Court Stenographers.** The post belongs to General Central Service, Group-B, Gazetted (Non-Ministerial).

2. The eligibility criteria for the post to be filled on deputation basis : Officers holding analogous post on regular basis in Central/State Governments/Courts/Tribunals who possess a degree from a recognized University **OR** Stenographer Grade-C with eight years' regular service in Level-6 (Rs.35400-112400/-) in Pay Matrix as per 7th CPC (Pre-revised PB-2 of Rs.9300-34800 plus Grade Pay of Rs.4200/-) or equivalent who possess a degree from a recognized University.

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

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

(ii) The candidates selected shall be appointed on deputation basis initially for a period of one year (extendable on year to year basis) or till the regular incumbent joins the post whichever is earlier. The pay and other terms and conditions of the official selected will be governed by the instructions as contained in the DOP&T O.M. No.06/8/2009-Estt (Pay-II) dated 17th June, 2010 and as amended from time to time.


(iii) The applications of the interested and eligible officials, whose services can be spared immediately on selection, may be forwarded in the prescribed proforma (**Annexure-I**), to Shri V.K. Ahuja, Registrar, Debts Recovery Tribunal-3, Delhi, 4th Floor, Jeevan Tara, Parliament Street, Sansad Marg, New Delhi-110 001 along with attested copies of ACRs of last five years, integrity certificate, vigilance clearance and statement showing major/minor penalties, if any, imposed on the candidate during the last 10 years. The applications should reach the undersigned **within the stipulated date i.e. on or before 26.12.2017, positively.**

(iv) The applications received after the last date or incomplete in any respect will not be entertained.

(v) It may be noted that for the purpose of allotment of General Pool Govt. residential accommodation, the Delhi DRTs have not been granted extension beyond 21.02.2013 as per policy decision dated 30.08.2013 of the M/o Urban Development.

3. **Eligibility criteria for the post to be filled on Contract basis :**

- 3.1 Retired Central Government/State Government/High Court/District Court Stenographers are eligible for the position of Stenographer.
 - 3.2 Good knowledge of Stenography having proficiency in short hand with minimum 80 w.p.m & typing speed of 30 w.p.m.
 - 3.3 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel etc.
 - 3.4 Should not be more than 70 years of age on the last date of receipt of application.
4. The applications of interested and eligible persons duly filled in the prescribed proforma (**Annexure-II**) should reach the Registrar, Debts Recovery Tribunal-III, Delhi **within the stipulated date i.e. on or before 26.12.2017, positively.** The applications received after the last date or incomplete in any respect will not be entertained.
5. For further details and application form may visit the website at <http://drt.gov.in> or <http://financialservices.gov.in/vacancycirculars.index.aspx>


Assistant Registrar
DRT-III, Delhi

CC to:-

1. The Registrars of all DRTs/DRATs.
2. The Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi.
3. The Registrar General, Delhi High Court, New Delhi.
4. The District & Session Courts, Delhi.
5. The Under Secretary(DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi with a request to upload the vacancy circular on the website of the Ministry and of DRT as well.
6. Notice Board, DRT-III, Delhi.

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Curriculum Vitae Proforma

Personal data

(i) Post applied for, (ii) Name of the applicant and address, (iii) Date of birth, (iv) Present post held and service to which belongs to, (v) Date of appointment to the grade adhoc or regular, (vi) In case the present employment is held on deputation basis, please state a) the date of initial appointment b) period of appointment on deputation, c) Name of the parent department/office to which you belong (vii) Present pay and scale of pay, (viii) Name and address of the office where presently employed, (ix) Date of retirement, (x) Educational qualifications, (xi) Details of employment/service rendered specifying in chronological order period, department and nature of duties performed, (xii) Whether belongs to SC/ST/OBC, and (xiii) Any other relevant information.

Certificate By the Candidate

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate with date

Certificate By Parent Office

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

Name &
Designation of Forwarding Officer
With Seal.

XXXX

No.4/2/2011/DRT-III/Delhi
Government of India
Department of Financial Services
Ministry of Finance
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Ph:011-23748467, 23748469
Email: drt3delhi-dfs@nic.in
Dated: 21st November, 2017

CIRCULAR

Engagement of Stenographer on contract basis.

The Debts Recovery Tribunal-III, Delhi (here-in-after referred as DRT-III, Delhi) invites applications from willing and eligible Retired Central Government/State Government/High Court/District Court Stenographers for engagement of 01 (One) Stenographer on contract basis on consolidated fee of Rs.20,000/- (Rupees Twenty Thousand only) per month in the DRT-III, Delhi for a period of one year or till the post is filled up on regular basis, whichever is earlier.

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. The DRT-III, Delhi reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in **Annexure-I**.
4. The last date of receipt of applications in the prescribed format is **26th December, 2017**. Applications received after due date/time and without supporting documents will not be considered.
5. Application, as per **Annexure-II**, may be sent to the Registrar, DRT-III, Delhi at 4th floor, Jeevan Tara Building, Parliament Street, New Delhi-110 001. The same can also be sent through e-mail at the address: drt3delhi-dfs@nic.in followed by hard copy within the stipulated date.


Assistant Registrar
DRT-III, Delhi
011-23748469

To

1. The Under Secretary, DRT, Department of Finance, M/o Finance, 3rd Floor, Jeevan Deep, Parliament Street, New Delhi with a request to upload the circular on the Ministry's and DRTs website.
2. Notice Board of DRT-III, Delhi
3. All Ministries/Departments

Terms & Conditions

- 1. Eligibility:**
 - 1.1 Retired Central Government/State Government/High Court/District Court Stenographers, preferably from the post of Private Secretary/Principal Private Secretary/Sr. Principal Private Secretary or equivalents, are eligible for the position of Stenographer.
 - 1.2 The proficiency in short hand with minimum 80 w.p.m & typing speed of 30 w.p.m.
 - 1.3 Good knowledge of stenography, typing etc.
 - 1.4 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel etc.
- 2. Age Limit:**
 - 2.1 Should not be more than 70 years of age on the last date of receipt of application.
- 3. Remuneration:**
 - 3.1 The monthly consolidated remuneration of Rs.20,000/- (Rupees Twenty Thousand only) per month will be paid.
 - 3.2 In case the contract is extended after satisfactory completion of one year period, 5% increase in remuneration may be given every year.
 - 3.3 Shall not be entitled to any allowance such as DA, Transport facility, residential accommodation, CGHS, Medical reimbursement etc.
- 4. Engagement:**
 - 4.1 The engagement of Stenographer will be purely on contract basis and will not confer any right for regular appointment in DRT-III, Delhi.
- 5. Scope of Work/Job Responsibility:**
 - 5.1 Taking dictation in shorthand and its transcription.
 - 5.2 Typing of confidential documents including other typing work as considered necessary.
 - 5.3 Screening and attending of telephone calls and the visitors.
 - 5.4 Fixing of appointments, keeping a list of engagements, meetings, tours etc.
 - 5.5 Any other work as may be assigned from time to time.
 - 5.6
- 6. Drawal of Pension:**
 - 6.1 The retired Govt. Servant engaged as stenographer shall continue to draw pension and Dearness Relief on pension during the period of engagement as stenographer on contract.
 - 6.2 The engagement as stenographer shall not be considered as a case of re-employment.
- 7. Leave:**
 - 7.1. The Stenographer shall be entitled to avail 8 days of Casual Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
 - 7.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor can be encashed.

8. Working Hours:

- 8.1 The Stenographer shall be required to observe the normal office timings of the office of DRT-III, Delhi. The DRT-III, Delhi is a six days Office and remains open on all Saturdays (except 2nd Saturday) of a month and therefore, he may also be called upon to attend the office even on 2nd Saturday, Sunday or any holiday in case of urgency or to sit late due to exigencies of work.
- 8.2 He shall mark his attendance in AEBAS mandatorily failing which, it may result in deduction of remuneration for those days.

9. Tax Deduction at Source:

- 9.1 The Income Tax or any other tax , as applicable, will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to him.

10. Confidentiality of data and documents:

- 10.1 The Stenographer shall not utilize or publish or disclose or part with, to a third party, any of the data or documents or proceedings or information relating to DRT-III, Delhi, without the express written consent of the DRT-III, Delhi.
- 10.2 The Stenographer shall be bound to hand-over the entire set of records of assignment to the DRT-III, Delhi before the expiry of the contract and before the final payment is released by the DRT-III, Delhi.
- 10.3 The Stenographer would be required to sign a non-disclosure undertaking as per annexure-III.

11. Conflict of Interest:

- 11.1 The Stenographer appointed by the DRT-III, Delhi shall, in no case, represent or give opinion or advice to others in any matter which is averse to the interest of the DRT-III, Delhi nor will he indulge in any activity outside the terms of employment /contractual assignment.
- 11.2 The Stenographer shall not claim any benefit/ compensation /absorption/regularization of service with the DRT-III, Delhi under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

12. Termination of Agreement:

- 12.1 The DRT-III, Delhi may terminate the contract to which these terms apply if:
- (i) The Stenographer is unable to attend the assigned work.
 - (ii) Quality of the assigned work is not to the satisfaction of the Officer/DRT-III, Delhi.
 - (iii) The Stenographer is found lacking in honesty or integrity.
 - (iv) The Government /Department of Financial Services, Ministry of Finance or the DRT-III, Delhi, however, reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason.

Application for engagement as Stenographer on contract basis in DRT-III, Delhi.

1	Name	
2	Mother's/Father's/Husband's Name	
3	Date of Birth	
4	Address for Correspondence	
5	Permanent Address	
6	Contact No(s).	
7	Email ID	
8	Educational/Technical Qualification(s)	
9	Details of experience to be attached in proforma appended as 'Appendix'	Duly filled proforma 'Appendix' is attached.
10	Date of retirement and name of office where the officer was last working. Enclose copy of PPO.	
11	Any other relevant information (use separate sheet, if necessary)	

Declaration

I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled/terminated. I will have no claim for absorption/regularization after termination/completion of tenure contract. I shall abide by terms & conditions as prescribed.

Date:

Place: New Delhi

Signature of the Applicant

Appendix

Details of Experience

Period	Name of Office/Organization	Post held, Pay Scale or Remuneration, if applicable	Description of duties performed

Name/Signature of the Applicant

Date :

Place: New Delhi

Non –Disclosure Undertaking

To

The Registrar
Debts Recovery Tribunal-III, Delhi
4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi-110 001.

Sir,

I hereby undertake:

- a) To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - b) Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - c) To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - d) Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with DRT-III, Delhi which would otherwise conflict with my obligations towards DRT-III, Delhi.
 - e) To abide by the data security policy and related guidelines issued by DRT-III, Delhi.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the DRT-III, Delhi any records/material, equipment/documents or data which is of confidential nature.
3. I shall keep DRT-III, Delhi informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature _____)
Name _____
Address _____
Dated _____
Personal Contact No. _____