

Speedpost

**DEBTS RECOVERY TRIBUNAL, GUWAHATI**

Government of India

Ministry of Finance

First Floor, Apsara Building,  
Dr. B. Baruah Road, Guwahati – 781007.

DRTG/Aptt.-1(1)/97/ Vol.IV/320

Dt. 15<sup>th</sup> May 2015

To

The Editor  
Employment News  
East Block – IV, Level – 5  
R. K. Puram  
New Delhi – 110 066

Sub: Advertisement of vacancy circular in Employment News in r/o Debts Recovery Tribunal, Guwahati.

Sir,

A total five nos. of vacant posts are required to be filled up in the Debts Recovery Tribunal, Guwahati in accordance with Recruitment Rules with approval of the Competent Authority.

The detailed information on the number of posts, age, educational qualification, experience and mode of submission of application etc. are enclosed herewith in a two-pages vacancy circular.

It is requested to kindly publish the vacancy circular verbatim on the next issue of the Employment News. It is also requested to submit your bills in triplicate alongwith the filled in mandate form (enclosed) for making payment of the cost of advertisement through PAO, Banking, Min. of Finance, New Delhi.

This issues with the approval of Hon`ble Presiding Officer, DRT, Guwahati.

Yours faithfully,

Encl: 1. Vacancy Circular (2 Pages) &  
2. Mandate form.

(S. K. Mishra)  
AR / Registrar-In-Charge  
DRT, Guwahati

✓ Copy alongwith vacancy circular to the Under Secretary, DFS, Min. of Finance, Jeevan Deep Bldg., 10 Parliament Street, New Delhi-1, with request to upload the circular in the DFS website w.e.f. its date of publication in the Employment News.

(S. K. Mishra)  
AR / Registrar-In-Charge  
DRT, Guwahati

Sh. Bage  
15/5/15

F.No.DRTG/Appt.-1(1)/97 Vol.IV  
Government of India  
Ministry of Finance  
Department of Financial Services  
Debts Recovery Tribunal, Guwahati.

VACANCY CIRCULAR

Applications are invited from eligible candidates, not exceeding 56 years of age with requisite qualifications, for filling up the following posts on deputation basis under Debts Recovery Tribunal, Guwahati. Last date of receipt of applications through proper channel is within 45 days of publication of this notice.

- (i) **Section Officer (1 Post)** in the Pay Band-2 (Rs.9300-34800) and Grade Pay of Rs.4600/- (Pre-revised Pay Scale Rs.6500-10500)  
(i) Officers in the Central or State Government or in Courts holding analogous post on regular basis and having a Degree from a Recognized University or (ii) with eight years regular service in the scale of Rs.5500-175-9000 or equivalent having a Degree from a Recognized University. **Desirable:** Preference will be given to persons having experience in legal or judicial work.
- (iii) **Accounts Assistant (1 Post)** in the Pay Band-2, (Rs.9300-34800) and Grade Pay of Rs.4200/- (Pre-revised Pay Scale Rs.5500-9000)  
(i) Officers of the Central Government holding analogous post on regular basis; or (ii) with three years regular service in the pre-revised pay scale of (Rs.5000-8000); or (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 pre-revised scale of (Rs.4000-6000), who have undergone training in Cash and Accounts.
- (iv) **Stenographer Grade 'C' (1 Post)** in the Pay Band-2 (Rs.9300-34800) and Grade Pay of Rs.4200/-. Officer in the Central Government or State Government or in Courts /Tribunal (i) holding analogous posts on regular basis or (ii) with eight years regular service as Steno, Grade D in the scale of Rs.5200-20200 or equivalent having speed of 80 words per minute in shorthand (English) and 30 words per minute in typing (English).
- (v) **Lower Division Clerk (2 Posts)** in the Pay Band-1 (Rs.5200-20200) and Grade Pay of Rs.1900/- (Pre-revised Pay Scale Rs.3050-75-3950-80-4590)  
Officer in the Central Government or State Government or in Courts /Tribunal holding 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 other Organization/Department of Central Government shall ordinarily not exceed three years.

**Note 2:** For the post of Section Officer, departmental candidates having requisite qualification 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. The deputation will be governed by the terms and conditions as contained in the DOPT O.M. No.6/8/2009-Estt (Pay II) dated 17.6.2010 as amended from time to time.

3. Application with the under mentioned "**Personal Data Sheet**" duly filled up, signed by the applicant, verified and counter signed by the competent authority in their Parent Department, in r/of eligible candidates who may be spared immediately, may be forwarded to the undersigned, along with the attested copies of ACR/APAR dossiers for the last 5 years, vigilance clearance and integrity certificate.

*Continued at page 2*

**Personal data sheet:** (i) Name of the applicant (in block letters), (ii) Post applied for, (iii) Date of birth and age as on last date for receipt of application, (iv) Date of joining service, (v) Details of postings in last 8 years, starting with present post and scale of pay, whether post held on regular/ad-hoc/deputation, Department/Office, Nature of Duties performed (vi) Present post and basic pay, (vii) Present Post whether held on regular / ad-hoc / deputation (viii) Educational qualification, professional qualification, if any, (ix) Date of return from last ex-cadre post, if any, date of completion of cooling off period, if any applicable, (x) Whether belongs to SC/ST/OBC/PH, (xi) Whether all eligibility conditions are fulfilled, (xii) Whether worked in the DRT/DRAT earlier. If so, give name of DRT/DRAT and period of deputation, (xiii) Postal address for communication with PIN Code and Telephone number (in block letters), (xiv) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID (in block letters)

Note: Information in respect of all the columns are mandatory and incomplete applications will be rejected.

4. Application duly completed in all respects should reach the Registrar I/C, Debts Recovery Tribunal, Guwahati, First Floor, Apsara Building, Dr. B. Baruah Road, Ulubari, Guwahati – 781 007 THROUGH PROPER CHANNEL within 45 days from the date of publication of this notice in Employment News. Advance copy will not be considered.

  
(S. K. Mishra) 15/5/15  
Registrar I/C