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## DEBTS RECOVERY TRIBUNAL, DEHRADUN

Government of India  
Ministry of Finance  
Department of Financial Services

F.No.013/DRT-DDN/2016/Vacancies/02

11nd Floor, Paras Tower,  
Mazra, Saharanpur Road,  
Dehradun, U.K. 248171

Dated: 12.05.2016

### VACANCY CIRCULAR

**Subject: Filling up of various posts in Debts Recovery Tribunal, Dehradun on deputation basis**

Applications are invited for the from eligible candidates, not exceeding 56 years of age with requisite qualification and experience from the officials of the Central Government/State Governments/Courts/Tribunals for the following posts to be filled up **on deputation basis** as per Terms & Conditions attached herewith as **Annexure-I** on the prescribed Performa attached as **Annexure-II:-**

1. **Private Secretary** (One post) Pay in pay band of Rs.9300-34800+Grade Pay of Rs. 4,600/-

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis and having a degree from recognized University. or
- (2) Stenographer Grade 'C' with eight years regular service in the Pay Band 2 of Rs.9300-34800 + Grade Pay of 4200/- or equivalent and having a degree from a recognized University.

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

2. **Assistant** (One post) Pay in the pay band of Rs. 9300-34800 + Grade Pay of Rs. 4200/-

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis and possessing degree from a recognized University :  
or
- (2) Upper Division Clerk with eight years regular service in the pay band of Rs.5200-20200 + Grade pay of Rs.2400 or equivalent.

**Recovery Inspector** (Two posts) Pay in pay band of Rs. 9300-34800+Grade Pay Rs. 4200/-

Dr. Sagar

12/5/16

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**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis and having degree from a recognized University. or
- (2) Court Masters with eight years regular service in the pay band of Rs.5200-20200 + Grade Pay of Rs. 2400/-or equivalent.

**4. Account Assistant (One Post) Pay in pay band of Rs.9300-34800 +Grade Pay of Rs. 4200/-**

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis: or
- (2) With three years regular service in the Pay Band of Rs.5200-20200 + Grade Pay Rs.2400/- or
- (3) or equivalent and having experience of working as Senior Accountant or Accountant in the in the Pay Band of Rs.5200-20200 + Grade Pay Rs.2400/- who have undergone training in Cash and accounts.

**5. Steno Grade "C" (Two posts) Pay in pay band of Rs.9300-34800+Grade Pay of Rs.4200/-**

**Eligibility:**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis: or
- (2) Stenographer Grade "D" with Eight years regular service in the pay band of Rs.5200-20200 + Grade Pay of Rs. 2400/- or equivalent.

**6. Steno Grade "D" (One post) in the Pay Band of Rs.5200-20200 + Grade Pay of Rs.2400/-**

**Eligibility:**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis or
- (2) With 5 years regular service as LDC in the Pay Band of Rs.5200-20200 + Grade Pay of Rs.1900/-or equivalent and possessing the qualifications prescribed for direct recruits i.e. Matriculation or equivalent with a speed 80 words per minute in shorthand(English) 30 words per minute in typing (English) .

**7. U.D.C./Cashier (One Post) Pay in pay band of Rs. 5200-20200 + Grade Pay Rs. 2400/-**

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis. or
- (2) Holding post of LDC with Eight years regular service in the pay band of Rs. 5200-20200 + Grade Pay of Rs. 1900/- or equivalent.

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8. **Court Master** (One Post) Pay in the pay band of Rs. 5200-20200 + Grade Pay of Rs. 2400/-

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis. or
- (2) Lower Division Clerks with 8 years regular service in the pay band of Rs. Rs.5200-20200 + Grade Pay of Rs. 1900/- or equivalent.
- (3) Persons having knowledge of stenography will be preferred.

9. **LDC/Typist** (Four post) Pay in the pay band of Rs. 5200-20200 + Grade Pay of Rs. 1900

**Eligibility:-**

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis.
- (2) Matriculation or equivalent with a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting.

Applications of willing and eligible candidates in the prescribed Performa along with certificate of Parent Office may be forwarded to "**The Asstt. Registrar, Debts Recovery Tribunal, IInd. Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, U.K. 248171**" through proper channel only along with attested copies of last five years ACRs, Vigilance Clearance Certificate, Integrity Certificate & Cadre Clearance Certificate. The last date of receipt of applications in this office will be up to **27.06.2016**.

This is being issued with approval of Hon'ble Presiding Officer.

  
(S.P. Tyagi)

Assis...  
**DEBTS RECOVERY TRIBUNAL**  
**Dehradun**

**Copy to:-**

1. The Under Secretary, Ministry of Finance, Department of Financial Service. New Delhi to arrange for uploading this circular at the website of DFS.
2. The Central Administrative Tribunal, Principal Bench, New Delhi.
3. All ministries/ Departments of Government of India.
4. The Registrar, All DRATs/DRTs through email with request to circulate the same in their respective offices please.
5. The Registrar General, Hon'ble High Court of Uttarakhand, Nainital.
6. The Superintendent District Court at Dehradun.
7. The Secretary, to Hon'ble Chief Minister of Uttarakhand Civil Secretariat, Dehradun, Uttarakhand.

(S.P. Tyagi)

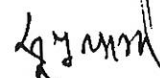
Assistant Registrar

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## TERMS AND CONDITIONS FOR APPLICATION

### Annexure-I

1. Period of deputation including period of deputation on ex-cadre post held immediately preceding the appointment in the same or any other organization/department of Central Government should ordinarily not exceed three year. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application. The candidate must fulfill a "cooling off" period of 3 years from the date of his return from previous deputation.
2. All pay scales mentioned against the each post are pre-revised scales and the fixation of pay in respect of selected candidates, shall be in terms of notification of Government of India regarding Sixth Pay Commission.
3. The Tribunals are quasi-judicial bodies set up under the provisions of Recovery of Debts Due to the Banks and Financial Institution Act 1993. The deputation will be governed by the terms and conditions as contained in the DOPT's O.M. No.6/8/2009-Estt (Pat-II) dated 17.06.2010 as amended from time to time.
4. The number of vacancy may change at the time of filling of vacancies.
5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. All posts will be filled up on deputation basis for period of three years maximum.
7. Incomplete applications and those not received through proper channel are liable to be rejected.
8. Copy of ACRs and certificated by parent office must also be attached with application.
9. Applications duly completed in all respects should reach the "The Asstt. Registrar, Debts Recovery Tribunal, IInd. Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, U.K. 248171".



(S.P. Tyagi)

Assistant Registrar

**S.D.O. A.R.**  
**DEBTS RECOVERY TRIBUNAL**  
**Dehradun**

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**Annexure-II**

PROFORMA FOR Application for the post of-----in Debts Recovery Tribunal  
Dehradun

1. Post applied for
2. Name of applicant
3. Date of Birth
4. Present post held and scale of pay
5. Date of appointment in present grade on regular basis
6. Whether present appointment is on regular or ad-hoc basis
7. Education Qualification
8. Previous deputation, if any
9. Does cooling off period condition of three years from previous deputation is fulfilled
10. Postal Address with Tel. No.
11. Brief Service Particulars
12. Whether SC/ST/OBC
13. On the basis of the information furnished above whether you are eligible for the post applied for

Signature of candidate

Name.....

Certificate By Parent Office

The information furnished by the candidate has been verified from the service record of the candidate and is found to be correct. No vigilance case is either pending or being contemplated against Shri/Smt.....and the official will be relieved immediately on having been selected by this office for deputation.

Signature.....

Name.....

Designation.....