

F. No. 18/11/2016-DRT  
Government of India  
Ministry of Finance  
Department of Financial Services  
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**Vacancy Circular**

**Filling up existing and anticipated vacancies (upto 31.12.2016) of Registrar/Secretary and Recovery Officer on promotion/ deputation and Assistant Registrar on deputation basis in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance.**

It is proposed to fill up following existing and anticipated vacancies upto 31<sup>st</sup> December, 2016 in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance:-

Vacancy Position for the posts of Registrar, Asst. Registrar and Recovery officers										
S. No.	Name of DRTs	Existing Vacancies			Anticipated Vacancies upto 31.12.2016			Total Vacancies		
		Reg	RO	AR	Reg	RO	AR	Reg	RO	AR
1	Ahmedabad No. 1	1	1			1	1	1	2	1
2	Ahmedabad No. 2		1				1		1	1
3	Aurangabad	1				1		1	1	-
4	Chandigarh New DRT	1	1					1	1	-
5	Chandigarh No.1	1						1	-	-
6	Chandigarh No.2				1	1		1	1	-
7	Coimbatore		1			1		-	2	-
8	Cuttack	1				1	1	1	1	1
9	Dehradun New DRT	1	1					1	1	-
10	Delhi DRT-No.2					1		-	1	-
11	Delhi DRT-No.3					1		-	1	-
12	Ernakulam			1		-		-	-	1
13	Guwahati	1						1	-	-
14	Hyderabad				1			1	-	-
15	Jabalpur	1						1	-	-
16	Jaipur	1						1		-
17	Kolkata DRT No.1					1	1	-	1	1
18	Kolkata DRT No.2	1						1	-	-
19	Kolkata DRT No.3	1						1	-	-
20	Madurai		1				1	-	1	1
21	Mumbai DRT-No.1	1						1	-	-
22	Mumbai DRT-No.2	1		1		1		1	1	1
23	Mumbai DRT-No.3	1				2	1	1	2	1
24	Nagpur						1	-	-	1

25	Patna				1			1	-	-
26	Pune					1		-	1	-
27	Siliguri New DRT		1					-	1	-
28	Vishakhapatnam						1	-	-	1

	<b>DRAT</b>									
1	Chennai				1			1	-	-
2	Delhi				1			1	-	-
3	Mumbai				1			1	-	-
	<b>Grand Total</b>	<b>14</b>	<b>7</b>	<b>2</b>	<b>06</b>	<b>12</b>	<b>08</b>	<b>20</b>	<b>19</b>	<b>10</b>

2. Willing and eligible officers may submit their applications, duly filled in the prescribed Proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before 10<sup>th</sup> May, 2016.

3. A separate application is to be submitted for each post by the candidates who apply for more than one category of posts.

4. **No applicant will be permitted to withdraw his/her name after selection. Doing so will attract blacklisting of such candidates for future deputation in DRTs/DRATs.**

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Government, Supreme Court/High Courts, Public Sector Banks are requested to forward the applications of the interested officers, whose services can be spared immediately, by duly filling up Part-II of the application form, along with attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for the last five years i.e. from 2010-11 to 2014-15. It may also be noted that, if any ACR/APAR/Grading for a period more than 3 months is not recorded then ACR/APAR/Grading prior to 2010-11 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s).

6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application while In respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

7. The requisite details regarding qualifications/experience and other eligibility conditions for these posts as well as the application form is available on this Department's website at-<http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx>.

8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for any of the aforesaid post.

**9. The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

10. The candidates applying for the deputation post must be below 56 years of age on the last date receipt of application i.e. on 10<sup>th</sup> May, 2016.

11. The selected Departmental candidates will be appointed on promotion and outsiders 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 and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

  
( V.V.S. Kharayat)

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**Requisite qualification/experience and service conditions for the posts in DRATs/DRTs**

1. **REGISTRAR/ SECRETARY**

Pay Band 3 of ₹ 15600-39100 + Grade Pay ₹ 7600.

**On Deputation basis**

- (i) Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
  - (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Under Secretary with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, ₹ 15600 – 39100 with grade pay of ₹ 6600 or equivalent Group 'A' Gazetted Officer in the parent cadre or Department.”;
- (ii). Scale V Officers of the Public Sector Banks (PSBs) holding analogous Post; or
- (iii). Scale-IV Officers of PSBs with five years' service in the scale.
- (iv). Officers in the PSBs who have already held the post of Registrar/ Secretary or equivalent post on regular basis in a Tribunal for a period of three years.

**On Promotion basis**

Departmental Assistant Registrar/Recovery Officers with five years' regular service shall also be considered alongwith outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

2. **RECOVERY OFFICER**

Pay Band 3 of ₹ 15600-39100 + Grade Pay ₹ 6600.

**On Deputation basis**

- (i) Officers of the Central Government or State Government or Union territory administration or State Judicial Service:

- (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, ₹ 15600-39100 with grade pay of ₹ 5400 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2 ₹ 9300 – 34800 with grade pay of ₹ 4800 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department; or
  - (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, ₹ 9300 – 34800 with grade pay of ₹ 4600 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officer of the Public Sector Banks (PSBs) holding analogous post; or
  - iii) Scale-III Officers of PSBs with five years' service in the scale; or
  - iv) Officers in the PSBs who have already held the post of Recovery Officer or equivalent post in a Tribunal for a period of three years.

### **On Promotion basis**

Departmental Section Officers with eight years' regular service shall also be considered alongwith outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

### **3. ASSISTANT REGISTRAR**

Pay Band 3 of ₹ 15600-39100 + Grade Pay ₹ 6600.

- i). Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
  - (a) Holding analogous post on regular basis in the parent cadre or Department; or
  - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, ₹ 15600-39100 with grade pay of ₹ 5400 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, ₹ 9300 – 34800 with grade pay of ₹ 4800 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
  - (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, ₹ 9300 – 34800 with grade pay of ₹ 4600 or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officers of the Public Sector Banks (PSBs) holding analogous post; or
- iii) Scale-III Officers of PSBs with five years' service in the scale; or

- iv) Officers, who have already held the post of Assistant Registrar or equivalent post in a Tribunal for a period of three years.

**Desirable qualification:**

Preference will be given to persons having legal experience or experience in judicial or recovery matter.

**Age:**

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

**Cooling Off:**

The candidate must fulfil a '**cooling off**' period of 3 years from the date of his return from previous deputation.

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## Form of Application

**Part-I :** (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 (in block letters):						Recent Passport size Photo, cross signed by the candidate should be pasted here		
2	Post applied for:								
	Names of places/stations in order of preference (in block letters): 1. 2. 3.								
3	(a) Date of Birth								
	(b) Age as on last date for receipt of application i.e. as on-----2015			_____ years _____ months _____ days					
	(c) Date of Retirement/superannuation								
4	a) Date of Joining Service								
	b) Name of the Service								
5	Details of postings in last 10 years, starting with present post held: (Note: To be filled by all Applicants)								
	Sl	Designation	Deptt./ Office/ Org.	Whether post held on Regular/adhoc/ officiating/ deputation basis	Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs)	Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs)	Scale of pay / Pay Band + Grade Pay	Period	
								From	To
	1.								
6	Post Held in regular basis								
	a) Name of the post								
	b) Whether Group 'A'/'B' Gazetted								
	c) Scale of pay / Pay Band + Grade Pay								
	d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post								
	e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank								
7	Present Basic Pay								
8	For Officers of Public Sector Banks (PSBs) only :								
	a) Present Scale-III/IV/ V								
	b) Date of appointment in present scale on regular basis								
9	a) Educational Qualifications								
	b) Professional qualifications, if any								
10	Experience, particularly relating to legal matters								

11	Date of return from last ex-cadre post, if any	
	a) Date of completion of cooling off period, if applicable	
12	Whether belongs to SC/ST/OBC/PH	
13	Whether all eligibility conditions are fulfilled.	
14	a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRAT/DRT(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.	
15	a) Postal Address for communication with PIN Code and /Fax Number (in block letters) Telephone No. Mobile No. E-mail ID	
	b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID. (in block letters)	

I certify that the information furnished above by me is correct.

Signature of the Applicant with date

**Part-II :**

(To be filled by Cadre Controlling Authority of the applicant)

**OFFICE OF .....**

Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of .....

2. It is certified that Shri/Smt/Ms ..... is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is certified that Integrity of Shri/Smt/Ms..... is beyond doubt.
4. It is certified that No Major/ minor penalty has been imposed on Shri/Smt/Ms.....during the last 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e. 2014-15, 2013-14, 2012-13, 2011-12, 2010-11 ..... are enclosed along with NRC for the period(s) ..... [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2010-11 for the matching period need to be forwarded along with No Report Certificate (NRC)].
6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms..... is selected for the post of ..... in Debts Recovery Appellate Tribunal/Debts Recovery Tribunal.

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

Place: \_\_\_\_\_  
Date: \_\_\_\_\_