



Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL-MADURAI

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F.No.2-17/2017-DRT/MDU

Date: 28th April, 2017

VACANCY CIRCULAR

It is proposed to fill up vacancies in this Tribunal, as detailed in Annexure-I to this Circular, on deputation basis. Eligibility and other conditions are also given in Annexure-I. Applications in the prescribed format (Annexure-II) from willing and eligible candidates who can be spared immediately may be forwarded to the undersigned within 45 days from the date of this circular. Applications are to be forwarded with the Certificates as given in Annexure-III, and along with attested copies of latest five years ACRs/APARs, i.e. from 2011-12 to 2015-16.

2. Applications received with incomplete information/documents, or after the last date, or not through proper channel, will not be considered. Withdrawal of candidature shall not be allowed after selection.

3. The appointment on deputation will be for a period of three years, which may be extended or curtailed subject to administrative exigencies. Pay and other terms and conditions of deputation, including period of deputation, will be governed by the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June 2010, as amended from time to time.


(T.D. KRISHNAN)
SECRETARY / REGISTRAR

To

1. All Ministries / Departments of Government of India.
2. The Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi, with a request to upload the circular to the DoFS website.
3. The Department of Personnel & Training, North Block, New Delhi with the request to upload the circular to the DoPT website under vacancies.
4. The Registrars, All Debts Recovery Appellate Tribunals & All Debts Recovery Tribunals.
5. The Registrars, all Central Administrative Tribunals.
6. The Registrar Generals / Registrars, All High Courts.
7. The Officer-in-charge, NIC, Chennai-90, with the request to post the circular in the appropriate web site of the Government of India.

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Sh. Sanyal

ANNEXURE-I

**Vacancy details, Eligibility, experience and other conditions for appointment on
deputation against vacancies in Debts Recovery Tribunal, Madurai**

1. The crucial date for determining eligibility conditions will be the last date for receipt of applications for existing vacancies and for the anticipated vacancies it will be the date on which the vacancies arise.
2. The maximum age limit for deputation shall be 56 years as on the crucial date.
3. A candidate must fulfill a 'cooling off' period of 3 years from the date of return from previous deputation.

Sl. No.	Name of post	Pay (Pre-revised)	No. of vacancies
1	Stenographer Grade 'C'	PB-2 (Rs.9300-34800), Grade Pay Rs.4200	2
<u>Eligibility:</u> Persons employed under the Central/State Governments, Courts or Tribunals, i) holding analogous posts on regular basis; or ii) Stenographer Grade 'D' with eight years' regular service in PB-1 (Rs. 5200-20200/-) + Grade Pay Rs. 2400/- [Pre-Revised], or equivalent.			
2	Assistant/Research Assistant	PB-2 (Rs.9300-34800), Grade Pay Rs.4200	1
<u>Eligibility:</u> Persons employed under the Central/State Governments, Courts or Tribunals, i) holding analogous posts on regular basis and possessing degree from a recognized University; or ii) Upper Division Clerks with eight years' regular service in PB-1 (Rs. 5200-20200/-) + Grade Pay Rs. 2400/- [Pre-Revised], or equivalent.			
3	Accounts Assistant	PB-2 (Rs.9300-34800), Grade Pay Rs.4200	1
<u>Eligibility:</u> Persons employed under the Central/State Governments, Courts or Tribunals, i) holding analogous posts on regular basis; or ii) with eight years' regular service in PB-1 (Rs. 5200-20200/-) + Grade Pay Rs. 2400/- [Pre-Revised] or equivalent and having experience of working as Senior Accountant, or Accountant, in PB-1 (Rs. 5200-20200/-)+ Grade Pay Rs. 2400/- [Pre-Revised], who have undergone training in Cash and Accounts.			

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PART-I
BIO-DATA PROFORMA

Application for the post of

Affix latest passport size photograph

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	(i) Date of Entry into service					
	(ii) Date of retirement under applicant's service rules (Central/State Government, Court, Tribunal as the case may be)					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
		Qualification / Experience Required		Qualifications / Experience possessed by the Officer		
	Essential					
	Desired					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
	Office / Institution	Post held	From	To	PB, Grade Pay, Basic Pay	Nature of duties (in detail)
8.	Nature of present employment, i.e. adhoc or Temporary or Quasi Permanent or Permanent.					

16.	Remarks (Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the vacancy circular and I am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of the Candidate

Place:

Address:

Date:

Mobile No.

Email – ID

ANNEXURE-III

Certificate to be furnished by the Employer / Head of the Office of Forwarding Authority

Certified that the particulars furnished by Shri/Smt/Km..... are found correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (a) No disciplinary case is either pending or contemplated against him/her.
- (b) Copies of his/her ACRs/APARs for the last 5 years (2011-12 to 2015-16) duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (c) His/Her Integrity is beyond doubt.
- (d) No major/minor penalties have been imposed on him/her during the last 10 years / List of major/minor penalties imposed on him/her during the last 10 years is attached.(*)
- (e) This office has no objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

Signature

Name & Designation of the employer

(with seal)

Tele. No. & Fax No.

Official Email ID.....

Date:

Place:

(* strike off whichever is not applicable)