

No.2(2)DRT-III/CHD/ 103
Debts Recovery Tribunal-III,
SCO 39-40, Sector 8-C, Madhya Marg,
Chandigarh-160018

Dated: 10.03.2016

VACANCY CIRCULAR

Sub: Filling up the posts in the Debts Recovery Tribunal-III, Chandigarh on deputation basis.

Applications are invited for the suitable candidates, not exceeding 56 years of age with requisite qualifications and experience for the following posts to be filled up on deputation basis on the prescribed proforma attached as Annexure-II:-

1. Section Officer (One post) Pay in the pay band of Rs.9300-34800/- + GP 4600/-

Eligibility:-

- (1) Officers in Central Government or State Government or in Courts holding analogous posts on regular basis and having a degree from recognized University.
- (2) 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.

Sh. Sagal

- 12/3/16
2. Private Secretary (One Post) Pay in the pay band of Rs.9300-34800/-+GP 4600/-

Eligibility:-

- (1) Officers in Central Government or State Government or in Courts holding analogous posts on regular basis and having a degree from recognized University.
- (2) Stenographers 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.

3. Assistant : (One post) Pay in the pay Band of Rs.9300-34800/- + GP 4200/-

Eligibility:-

- (1) Officers in Central Government or State Government or in Courts holding analogous posts and possessing degree from a recognized University; or

(2) Upper Division Clerks with eight years' service in the pay Band of Rs.5200-20200+ Grade Pay of Rs.2400 or equivalent.

4. Recovery Inspector (One Post) Pay in the pay Band of Rs.9300-34800/- + GP 4200/-

Eligibility:

- (1) Officers holding analogues posts in Central Government/State Governments or in Courts and having degree from a recognized University ;
- (2) Court Masters with eight years' regular service in the scale of Rs.5200-20200 + GP 2400/- or equivalent.

5. Accounts Assistant (One Post) Pay in the pay Band of Rs.9300-34800/- + GP 4200/-

Eligibility:

- (1) Officers of the Central/State Government holding analogues posts on regular basis; or
- (2) With three years regular service in the pay scale of Rs.5000-8000 (Pre-revised); Or
- (3) With eight years' regular service in the Pay Band + Grade Pay: Rs.5200-20200 + GP 2400/- or equivalent and having experience of working as Senior Accountant or Accountant in the scale of Rs.4000-6000, (Pre-revised) who have undergone training in Cash and accounts.

6. Name of the post: Steno Grade "C" (Two Posts) in the Pay Band + Grade Pay: Rs 9300-34800 +4200/-

Eligibility:

- (1) Officers of the Central Government/State Government or in Courts holding analogues posts on regular basis; or
- (2) Stenographer Grade "D" with Eight years regular service in the pay scale of Rs.5200-20200 + GP 2400/- or equivalent or equivalent.

7. Name of the post : Steno Grade "D" (One Post) in the Pay Band + Grade Pay: Rs.5200-20200 + GP 2400/-

Eligibility:

- (1) Analogous posts on regular basis or
- (2) With 5 years regular service as LDC in the scale of Rs.5200-20200 + GP 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)

8. Name of the post: U.D.C/Cashier (Two Posts) in the Pay Band + Grade Pay : Rs. 5200-20200 +2400

Eligibility:

- (1) Employees of Central Government/State Government or in Courts/Tribunal holding analogous posts on regular basis ; Or
- (2) Holding post of LDC with Eight years regular service in the pay scale of Rs.5200-20200 + GP 1900/ or equivalent.

9. Name of the Post Court Master (One Post) in the Pay Band + Grade Pay : Rs 5200-20200 +2400

Eligibility:

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

10. Name of the Post LDC/Typist (Four posts) in the Pay Band + Grade Pay : Rs 5200-20200 +1900

Eligibility:

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

Applications of willing and eligible candidates in the prescribed proforma along with certificate of Parent Office may be forwarded to this office "through proper channel" only along with attested copies of last five years ACRs. The last date of receipt of applications in this office will be upto 16.05.2016.

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


(S.N. Ranga)
Assistant Registrar

Copy to:-

1. The Under Secretary, Ministry of Finance, Department of Financial Services, New Delhi to arrange for uploading this circular at the website of DFS.
2. The Registrar, All DRATs/DRTs through email with request to circulate the same in their respective offices please.
3. The Registrar, Hon'ble High Court, Punjab and Haryana at Chandigarh.
4. The Superintendent, District Court at Chandigarh.
5. The Secretary, to Hon'ble Chief Ministry of Haryana, Civil Secretariat, Haryana, Chandigarh.
6. The Secretary, to Hon'ble Chief Ministry of Punjab, Civil Secretariat, Punjab, Chandigarh.
7. The Secretary, Coordination Committee, Central Government Employee, Sector 9-, Kendriya Sadan, Chandigarh.

ANNEXURE-I

TERMS AND CONDITIONS FOR APPLICATION

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 should ordinarily not exceed three years.
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. (Pay-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 thorough 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 Assistant Registrar, Debts Recovery Tribunal-III, SCO 39-40, First Floor, Sector 8-C, Madhya Marg, Chandigarh upto 16.05.2016.


(S.N. Ranga)
Assistant Registrar

PROFORMA FOR Application for the post of _____ in Debts Recovery
Tribunal-III, Chandigarh

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 ah-hoc basis*
7. *Education Qualification and experience*
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 your are eligible
for the post applied for*

Signature of the candidate

Name.....

Certificate By Parent Office

The information furnished by the candidate has been verified from the service records 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.....