



Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL
(Kerala & Lakshadweep)
ERNAKULAM

5th Floor, KSHB Office Complex,
Panampilly Nagar,
Kochi-682306
Tel.No.0484-2324900
Fax No.0484-2323500

No.3/1/2010-DRT-Admn.

Date 2nd May, 2016

VACANCY CIRCULAR

Subject:- Filling up of vacant posts in the Debts Recovery Tribunal, Ernakulam on deputation basis – reg.

Applications are invited from eligible candidates in Central Government/State Government or in Courts for filling up the following posts on deputation basis:-

Sl. No	Post & Pay Band	No.of vacancy	Qualification/Experience and service conditions for the posts.
1.	Stenographer Grade 'C' Rs.9300-34800 GP 4200	01	Officers in the Central Govt./State Govt. or in Courts holding analogous posts on regular basis or Stenographers Grade 'D' with eight years' regular service in the Pay Band of Rs.5200-20200 GP 2400 or equivalent.
2.	Recovery Inspector Rs.9300-34800 GP 4200	01	Officers holding analogous posts in Central Government/State Government or in Courts and having degree from a recognized University; or Court Masters with eight years' regular service in the Pay Band of Rs.5200-20200 Grade Pay Rs.2400 or equivalent.
3.	Accounts Assistant Rs.9300-34800 GP 4200	01	Officers of the Central Government holding analogous posts on regular basis; or With three years regular service in the pay scale of Rs.5000-8000 (Pre-revised) or With eight years regular service in the pay scale of Rs.4000-6000 (Pre-revised) or equivalent and having experience of

			working as Senior Accountant or Accountant, in the scale of Rs.4000-6000, who have undergone training in Cash & Accounts.
4.	UDC Rs.5200-20200 GP 2400	01	From amongst the Central Govt./State Govt. and employees of the Courts/Tribunals holding analogous posts on regular basis or posts of LDC with 8 years regular service in the Pay Band Rs.5200-20200 GP 1900
5.	Steno Grade 'D' Rs.5200-20200 GP 2400	01	Officers in Central Govt./State Govt. or in courts holding analogous posts on regular basis; or with five years regular service as LDC in the Pay Band of Rs.5200-20200 GP 1900 or equivalent and possessing Matriculation with a speed of 80 words per minute in short hand (English) and 30 words per minute in typing (English)
6.	LDC Rs.5200-20200 GP 1900	03	From amongst the Central Govt./State Govt. and employees of Courts/Tribunals holding analogous posts on regular basis.

The applicants should be below the age of 56 years on the last date of receipt of the application. The selected candidate will be on deputation for a period of three years and will be governed by the terms and conditions as contained in the DOPT O.M.No.2/29/91-Estt.(Pay I) dated 5.1.94 as amended from time to time. Applications from eligible candidates alongwith attested copies of APARs for the last five years and Vigilance clearance may be forwarded to the undersigned through proper channel within a period of 45 days from the date of issue of this vacancy circular.

(Ajit Prasad K.K.)
Asstt. Registrar(I/C)

BIO-DATA PROFORMA

1. Post applied for 2. Name and address of the applicant 3. Date of Birth (in Christian era) 4. Present post held/service to which belongs 5. Mention whether Central Government 6. Date of appointment in the present grade i) On regular basis ii) On adhoc basis (if applicable) 7. Present Pay Band and Grade Pay 8. Educational Qualifications 9. Experience, if any 10. Date of return from last ex-cadre post, if any 11. Whether belonging to SC/ST/OBC 12. Any other relevant information

(Signature)

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CERTIFICATE BY THE PARENT DEPARTMENT

The information furnished by the candidate has been verified from records and is found to be correct.

Signature:.....
Name.....
Designation.....
Office.....

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To

1. Deptt. of Personnel & Training, North Block, New Delhi with the request to circulate to all Ministries/Departments of Government of India
2. Under Secretary(DRT), Deptt. of Financial Services, Banking Division, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi 110001 with request to upload the circular in Ministry's Website.
3. Registrar DRAT, Delhi, Chennai, Mumbai, Calcutta, Allahabad.
4. Registrar, all DRTs