

No.4/2/2011/DRT-III/Delhi  
Govt. of India, Ministry of Finance  
Department of Financial Services  
**Debts Recovery Tribunal-III, Delhi**

4<sup>th</sup> Floor, Jeevan Tara Building,  
Parliament Street, Sansad Marg,  
New Delhi-110 001  
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Dated : 17<sup>th</sup> October, 2016.

### VACANCY CIRCULAR

Applications are invited for filling up one post of **Private Secretary** in the Debts Recovery Tribunal-3, Delhi in Level-7 in Pay Matrix as per 7<sup>th</sup> CPC (Pre-revised PB-2 of Rs.9300-34800 plus Grade Pay of Rs.4600/-) on deputation basis. The post belongs to General Central Service, Group-B, Gazetted (Non-Ministerial).

2. **The eligibility criteria for the post :** Officers holding analogous post on regular basis in Central/State Governments/Courts/Tribunals who possess a degree from a recognized University OR Stenographer Grade-C with eight years' regular service in Level-6 in Pay Matrix as per 7<sup>th</sup> CPC (Pre-revised PB-2 of Rs.9300-34800 plus Grade Pay of Rs.4200/-) or equivalent who possess a degree from a recognized University.

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


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

(ii) The candidates selected shall be appointed on deputation basis for a period of three years or till the regular incumbent joins the post whichever is earlier. The pay and other terms and conditions of the official selected will be governed by the instructions as contained in the DOP&T O.M. No.06/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 and as amended from time to time.

(iii) The applications of the interested and eligible officials, whose services can be spared immediately on selection, may be forwarded in the prescribed proforma (Annexure-1) , to Shri V.K. Ahuja, Registrar, Debts Recovery Tribunal-3, Delhi, 4<sup>th</sup> Floor, Jeevan Tara, Parliament Street, Sansad Marg, New Delhi-110 001 along with attested copies of ACRs of last five years, integrity certificate, vigilance clearance and statement showing major/minor penalties, if any, imposed on the candidate during the last 10 years. The applications should reach the undersigned within 45 days from the date of publication of the advertisement in the Employment News.

(iv) The applications received after the last date or incomplete in any respect will not be entertained.

(v) It may be noted that for the purpose of allotment of General Pool Govt. residential accommodation, the Delhi DRTs have not been granted extension beyond 21.02.2013 as per policy decision dated 30.08.2013 of the M/o Urban Development.

  
(V.K. Ahuja)  
Registrar  
DRT-III, Delhi

Contd...

CC to:-

1. The Registrars of all DRTs/DRATs.
2. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
3. The Registrar General, Delhi High Court, New Delhi.
4. The District & Session Courts, Delhi.
5. The Under Secretary(DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi with a request to upload the vacancy circular on the website of the Ministry and of DRT as well.
6. Notice Board, DRT-III, Delhi.

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**Curriculum Vitae Proforma**

**Personal data**

(i) Post applied for, (ii) Name of the applicant and address, (iii) Date of birth, (iv) Present post held and service to which belongs to, (v) Date of appointment to the grade adhoc or regular, (vi) In case the present employment is held on deputation basis, please state a) the date of initial appointment b) period of appointment on deputation, c) Name of the parent department/office to which you belong (vii) Present pay and scale of pay, (viii) Name and address of the office where presently employed, (ix) Date of retirement, (x) Educational qualifications, (xi) Details of employment/service rendered specifying in chronological order period, department and nature of duties performed, (xii) Whether belongs to SC/ST/OBC, and (xiii) Any other relevant information.

**Certificate By the Candidate**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate with date

**Certificate By Parent Office**

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

Name &  
Designation of Forwarding Officer  
With Seal.

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