



DEBTS RECOVERY TRIBUNAL, DEHRADUN

Government of India, Ministry of Finance,
(Department of Financial Services)

2nd Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK. 248171
Phone No. 0135-2720854, E-mail: drtdehradun-dfs@gov.in

F.No.013/DRT-DDN/2016/Vacancies/578

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
VACANCY CIRCULAR

Subject: Filling up of various vacant posts in Debts Recovery Tribunal, Dehradun on deputation basis-reg.

It is proposed to fill Private Secretary (1 post), Assistant (1 post), Recovery Inspector (2 posts), Account Assistant (1 post), Steno Grade 'C' (2 posts), Steno 'D' (1 post), UDC/Cashier (2 posts), Court Master (1 post) and LDC/Typist (4 posts) in the Debts Recovery Tribunals, Dehradun, (U.K.) on deputation basis.

Eligible and interested candidates from Central Government/State Government/Union Territory Administration/Courts/Tribunals may submit their applications, duly filled in the prescribed proforma **through proper channel only** following the terms and conditions mentioned in **Annexure 'A'**.

The details of the vacancies, eligibility, desirable qualification and other conditions for deputation are enclosed as **Annexure 'B'**. These details as well as the application form are also available on the website at <http://drt.gov.in> or <http://financialservices.gov.in/vacancycirculars.index.aspx>


Registrar
DRT, Dehradun,


Copy to:-

1. The Under Secretary, Ministry of Finance, Department of Financial Service, New Delhi to arrange for uploading this circular at the website of DFS, NIC, DRTs, DRATs & other Ministries.
2. The **NIC** Cell, 2nd Floor, Jeevan Deep Building, New Delhi with the request to upload the extension circular immediately on the official website of DFS, DRTs, DRATs & other Departments/Ministries.
3. Under Secretary, (Amin), Department of Personnel & Training (**DOPT**), Room No. 3A-II, North Block, New Delhi-110001 E-mail: usa@nic.in
4. The Chief Secretary, to Hon'ble Chief Minister of Uttarakhand Civil Secretariat, Dehradun, Uttarakhand.
5. The Registrar, All DRATS/DRTs through email with request to circulate the same in their respective offices, please.
6. The Registrar General, All Hon'ble High Courts through email with request to circulate the same in their respective offices please.
7. The District Judge, District & Sessions Court, Dehradun, Uttarakhand through email with request to circulate the same in their respective offices please.
8. Staff Selection File.
9. Guard File.

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Registrar
DRT, Dehradun

TERMS AND CONDITIONS FOR APPLICATION

1. Period of deputation including period of deputation on ex-cadre post held immediately preceding the appointment in the same or any other organization/department of Central Government should ordinarily not exceed three year.
2. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application.
3. The candidate must fulfill a "Cooling Off" period of 3 years from the date of his return from previous deputation.
4. 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 (Pat-II) dated 17.06.2010** as amended from time to time.
5. The number of vacancies may vary at the time of filling of vacancies.
6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
7. All posts will be filled up on deputation basis for period of three years, which may be curtailed or extended in the interest of administrative exigencies.
8. Incomplete applications or applications not received through proper channel are liable to be rejected.
9. Copy of ACRs/APARS and certificated by parent office must be attached with application.
10. Applications of willing and eligible candidates in the prescribed Performa along with certificate from Parent Office must reach to "**The Registrar, Debts Recovery Tribunal, IInd Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK. 248171**" through proper channel only along with attested copies of last five years ACRs/APARS, Vigilance Clearance Certificate, Integrity Certificate & Cadre Clearance Certificate within period of **30 days** from the date of issue of this Vacancy Circular/publication of this advertisement as in **Annexure 'C'** in the Employment News.


Registrar
DRT, Dehradun

Details of Vacancies: -

1. **Private Secretary** (One post) Pay Band-2 [Rs.9300-34800+Grade Pay of Rs. 4,600/-] (Pre-revised).

Eligibility:-

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

2. **Assistant** (Two post) Pay Band-2 [Rs. 9300-34800 + Grade Pay of Rs. 4200/](Pre-revised).

Eligibility:-

- (1)Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis and possessing degree from a recognized University : or
(2) Upper Division Clerk with eight years regular service in the pay band of Rs.5200-20200 + Grade pay of Rs.2400 or equivalent.

3. **Recovery Inspector** (Two posts) Pay Band-2 [Rs. 9300-34800+Grade Pay Rs. 4200/-] (Pre-revised).

Eligibility:-

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis and having degree from a recognized University. or
(2) Court Masters with eight years regular service in the pay band of Rs.5200-20200 + Grade Pay of Rs. 2400/-or equivalent.

4. **Account Assistant** (One Post) Pay Band-2 [Rs.9300-34800 +Grade Pay of Rs. 4200/-] (Pre-revised).

Eligibility:-

- (1)Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis: or
(2)With eight years regular service in the Pay Band of Rs.5200-20200 + Grade Pay Rs.2400/- or
(3)or equivalent and having experience of working as Senior Accountant or Accountant in the in the Pay Band of Rs.5200-20200 + Grade Pay Rs.2400/- who have undergone training in Cash and accounts.

5. **Steno Grade "C"**(Two posts) Pay Band-2 [Rs.9300-34800+Grade Pay of Rs.4200/-] (Pre-revised).

Eligibility:

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis: or

(2) Stenographer Grade "D" with Eight years regular service in the pay band of Rs. Rs.5200-20200 + Grade Pay of Rs. 2400/- or equivalent.

6. **Steno Grade "D"** (One post) Pay Band-1 [Rs.5200-20200 + Grade Pay of Rs.2400/-] (Pre-revised).

Eligibility:

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis or
- (2) With 5 years regular service as LDC in the Pay Band of Rs.5200-20200 + Grade Pay of Rs.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) .

7. **U.D.C./Cashier** (Two Posts) Pay Band-1 [Rs. 5200-20200 + Grade Pay Rs.2400/-](Pre-revised).

Eligibility:-

- (1) Persons holding analogous posts in Central Government/State Government or in Courts/Tribunals on regular basis. or
- (2) Holding post of LDC with Eight years regular service in the pay band of Rs. 5200-20200 + Grade Pay of Rs. 1900/- or equivalent.

8. **Court Master** (One Post) Pay Band-1 [Rs. 5200-20200 + Grade Pay of Rs. 2400/-] (Pre-revised).


Eligibility:-

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

9. **LDC/Typist**(Four posts) Pay Band-1 [Rs. 5200-20200 + Grade Pay of Rs. 1900/-] (Pre-revised).

Eligibility:-

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


Registrar
DRT, Dehradun

Annexure 'C'

Proforma for Application for the post of-----in Debts Recovery Tribunal, Dehradun.

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|-----|---|--|
| 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 ad-hoc basis | |
| 7. | Education Qualification | |
| 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 you are eligible for the post applied for | |

Signature of candidate
Name.....

CERTIFICATE BY PARENT OFFICE

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