

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, New Delhi-110 001  
Ph.011-23748467, 23748469  
Fax-011-23748467  
Email: drt3delhi-dfs@nic.in

Dated : 21<sup>st</sup> November, 2017.

**VACANCY CIRCULAR**

Applications are invited for filling up one post of **Private Secretary** in the Debts Recovery Tribunal-3, Delhi in Level-7 (Rs.44900-142400/-) 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 failing which on Contract basis by engaging Retired Central /State Govt./High Court/District Court Stenographers.** The post belongs to General Central Service, Group-B, Gazetted (Non-Ministerial).

**2. The eligibility criteria for the post to be filled on deputation basis :** 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 (Rs.35400-112400/-) 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 initially for a period of one year (extendable on year to year basis) 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-I**), 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 the stipulated date i.e. on or before 26.12.2017, positively.**

(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.

3. **Eligibility criteria for the post to be filled on Contract basis :**

- 3.1 Retired Central Government/State Government/High Court/District Court Stenographers are eligible for the position of Stenographer.
  - 3.2 Good knowledge of Stenography having proficiency in short hand with minimum 80 w.p.m & typing speed of 30 w.p.m.
  - 3.3 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel etc.
  - 3.4 Should not be more than 70 years of age on the last date of receipt of application.
4. The applications of interested and eligible persons duly filled in the prescribed proforma (**Annexure-II**) should reach the Registrar, Debts Recovery Tribunal-III, Delhi **within the stipulated date i.e. on or before 26.12.2017, positively.** The applications received after the last date or incomplete in any respect will not be entertained.
5. For further details and application form may visit the website at <http://drt.gov.in> or <http://financialservices.gov.in/vacancycirculars.index.aspx>

  
Assistant Registrar  
DRT-III, Delhi

CC to:-

1. The Registrars of all DRTs/DRATs.
2. The Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, 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.

---XXXX---