

No. KoIDRT-2/1/6/2008-Estt. 7094
Government of India
Ministry of Finance
Department of Financial Services
Kolkata Debts Recovery Tribunal No.2
42C, Jawaharlal Nehru Road, Jeevan Sudha Building, 7th Floor
Kolkata 700071

Date: 09/08/2016

Filling of various vacancies of posts in Kolkata Debts Recovery Tribunal No.2

The following posts are lying vacant in Kolkata Debts Recovery Tribunal No.2 which are to be filled up on deputation basis

Sl.No.	Name of the Post	No. of posts vacant	Method of Recruitment	Scale of Pay
1.	Private Secretary	1	Promotion/ Deputation	Pay Band Rs.9300-34800/- Grade Pay Rs.4200/-
2.	Assistant	1	Promotion/ Deputation	Pay Band Rs.9300-34800/- Grade Pay Rs.4200/-
3.	Accounts Assistant	1	Deputation	Pay Band Rs.9300-34800/- Grade Pay Rs.4200/-
4.	Stenographer Grade 'C'	2	Promotion/ Deputation	Pay Band Rs.9300-34800/- Grade Pay Rs.4200/-
5.	Stenographer Grade 'D'	1	Deputation	Pay Band Rs.5200-20200/- Grade Pay Rs.2400/-
6.	UDC	1	Deputation	Pay Band Rs.5200-20200/- Grade Pay Rs.2400/-
7.	Court Master	1	Deputation	Pay Band Rs.5200-20200/- Grade Pay Rs.2400/-

The Tribunal being a quasi-judicial body set up under the provisions of the Recovery of Debts due to Banks and Financial Institutions Act, 1993.

The deputation will be governed by the terms & conditions as contained in DOPT O.M. No.2/22(B)/2008-Estt. (Pay II) dated 3rd September, 2008 and 2/6/2009-Estt. (Pay II) dated 25th February, 2009.

The maximum age limit for deputation shall be 56 years on the last date of receipt of application.

Requisite Qualification/experience/service conditions:

1. Private Secretary: (Pay Band Rs.9300-34800/- Grade pay Rs.4200/-) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

Central Government/State Government employees and employees of Courts/Tribunals holding

- (1) analogous posts on regular basis and having a degree from a recognized University.
- (2) Stenographers Grade 'C' with eight years' regular service in the scale of Rs.5500-175-9000 of equivalent and having a degree from a recognized University.

Period of deputation will be ordinarily for three year and may be extended further up to year to year basis

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

2. Assistant: (Pay Band Rs.9300-34800/- Grade pay Rs.4200/-) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

Central Government/State Government employees and employees of Courts/Tribunals holding

- (1) holding analogous posts on regular basis and having a degree from a recognized University.
- (2) Upper Division Clerks with eight years' regular service in the scale of Rs.4000-100-6000/- (Pre-revised) or equivalent.

Period of deputation will be ordinarily for one year and may be extended up to three years on year to year basis.

3. Accounts Assistant: (Pay Band Rs.9300-34800/- Grade pay Rs.4200/-) The post is to be filled up by deputation. For deputation the following conditions are laid down.

- (1) Officers in the Central Government/State Government or in Courts or holding analogous posts on regular basis and having a degree from a recognized University.
- (2) Upper Division Clerks with eight years' regular service in the scale of Rs.4000-100-6000/- (Pre-revised) or equivalent.

Period of deputation will be ordinarily for three year and may be extended up to three years on year to year basis.

4. Stenographer Grade 'C': (Pay Band Rs.9300-34800/- Grade pay Rs.4200/-) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

Central Government/State Government employees and employees of Courts/Tribunals holding

- (1) holding analogous posts on regular basis; or
- (2) Stenographer Grade 'D' with eight years' regular service in the scale of Rs.4000-100-6000/- (Pre-revised) or equivalent.

Period of deputation will be ordinarily for three years and may be extended up to three years on year to year basis.

5. Stenographer Grade 'D': (Pay Band Rs.5200-20200/- Grade Pay Rs.2400/-). The post is to be filled up by deputation. For deputation the following conditions are laid down.

Central Government/State Government employees and employees of Courts/Tribunals holding

- (1) analogous posts on regular basis; or
- (2) With 5 years regular service as LDC in the scale of Rs. 3,050-75-3950-80-4,590/- (Pre-revised) or equivalent, passed matriculation or equivalent and having a speed of 80 wpm in shorthand (English) and 30 wpm in typing (English).

Period of deputation will be ordinarily for three years and may be extended up to three years on year to year basis.

6. Upper Division Clerk: (Pay Band Rs.5200-20200/- Grade Pay Rs.2400/-) The post is to be filled up by deputation. For deputation the following conditions are laid down.

Central Government/State Government employees and employees of Courts/Tribunals holding

- (1) analogous post on regular basis.
- (2) Posts of LDC with 8 years' regular service in the scale of ₹ 3050-75-3590-80-4590 (pre-revised).

Period of deputation will be ordinarily for one year and may be extended up to three years on year to year basis.

7. Court Master: (Pay Band 5200-20200/- Grade Pay 2400/-). The post is to be filled up by deputation.

For deputation the following conditions are laid down.

- (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. 3050-75-3950-80-4590 or equivalent;
- (3) Persons having knowledge of stenography will be preferred.

Period of deputation will be ordinarily for one year and may be extended up to three years one year to year basis.

Note: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other Organizations/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.)

The applications through proper channel in the prescribed pro-forma along with vigilance clearance/no-objection certificate/cadre clearance and last 5 years' APARs should reach the undersigned within 60 days from the date of publication of this advertisement.

Sd/-
Registrar-in-charge
Ph 033-22888455

PROFORMA FOR APPLICATION FOR VACANCIES TO BE FILLED BY WAY OF PROMOTION/DEPUTATION

1. Name of the Post applied for:
2. Name of the applicant (in Block Letters):
 - (a) Address for correspondence
 - (b) Contact No.
3. Date of birth:
4. Date of retirement under Central/State Government
5. Educational Qualification
6. Details of employment in chronological order.

Office/Institution	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in details)
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7. Nature of present employment i.e., *ad hoc* or Temporary or Quasi-Permanent or Permanent.
8. In case the present employment is held on deputation/contract basis, please state -
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong.
9. Whether belong to SC/ST/OBC
10. Remarks

Signature of the candidate

Certificate by Parent Office

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

Name:
Designation:
Office: