

No. 02/04/2026-DRT
Government of India
Ministry of Finance
Department of Financial Services

3rd floor, Jeevan Deep Building,
10, Sansad Marg, New Delhi,
Date: 2nd June, 2026.

Office Memorandum

Subject: Filling up of vacancies for the post of Private Secretary, Assistant, Account Assistant, Stenographer Grade-I and Upper Division Clerk in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance on deputation basis - Reg.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up of vacancies for the post of Private Secretary (level-07), Assistant (level-06), Account Assistant (level-06), Stenographer Grade – I (level-06), Upper Division Clerk (level-04) of the pay matrix of 7th Central Pay Commission (CPC) in Debts Recovery Appellate Tribunals (DRAT), Chennai and Debts Recovery Tribunals (DRTs) under the jurisdiction of DRAT Chennai, under Department of Financial Services on deputation basis.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department as on or before 30.06.2026.

(S.D. Sharma)

Under Secretary to the Govt. of India

Tel: 23748750

To,

The Director, CS-I (D),
Department of Personnel & Training,
Lok Nayak Bhawan,
New Delhi.



No.A-16/01/2026/DRAT
Government of India
Ministry of Finance
Department of Financial Services
DEBT RECOVERY APPELLATE TRIBUNAL
(SOUTHERN REGION)
Tel. 044-29999812; 29999813; & 29999814 E-mail: dratchennai-dfs@nic.in

7th Floor, Additional Office Building,
Shastri Bhawan, Chennai-600 006

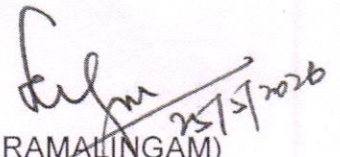
Dated the 25th May, 2026

OFFICE MEMORANDUM

Sub: Extensions of last date of receipt of applications for recruitment to regular vacant posts by deputation in DRAT, Chennai and DRTs under its jurisdiction – reg.

In continuation of this Tribunal's Vacancy Circular of even number dated 10.04.2026 calling for applications from eligible candidates to fill up various vacant Group "B" and "C" posts on deputation basis in DRAT, Chennai and DRTs under its jurisdiction, the last date for receiving the applications has been **extended up to 30.06.2026**. The other contents in the above mentioned Circular shall remain the same.

2. This is issued with the approval of the competent Authority.


(S. RAMALINGAM)
Section Officer

To

1. All Departments/ Ministries of Government of India. It is requested that this circular may please be given wide publicity.
2. The Under Secretary (CS Division), Department of Personnel & Training, North Block, Lok Nayak Bhawan, New Delhi - with a request to upload this circular in DoP&T website under vacancies.
3. The Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi – with a request to upload the circular in DoFS website.
4. The Registrars of all DRATs/DRTs
5. The Registrar, Central Administrative Tribunal, City Civil Court Additional Building, 1st & 2nd Floor, High Court Campus, Chennai – 600 104.
6. Admin Departments of State Government of Tamil Nadu/ Central Government Offices in Tamil Nadu.
7. Notice Board and Web site of DRAT, Chennai/ DRTs under the jurisdiction of DRAT, Chennai (DRTs are requested to circulate the same to all the Central Government offices located in their respective jurisdiction for wider publicity)



No.A-16/01/2026/DRAT

Government of India

Ministry of Finance

Department of Financial Services

DEBT RECOVERY APPELLATE TRIBUNAL

(SOUTHERN REGION)

Tel. 044-29999812; 29999813; & 29999814 E-mail: dratchennai-dfs@nic.in

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7th Floor, Additional Office Building,
Shastri Bhawan, Chennai-600 006

Dated the 10th April, 2026

VACANCY CIRCULAR

Applications are invited from suitable candidates from Central Government/ State Government/ Tribunals for appointment to the following posts on deputation basis in the Debt Recovery Appellate Tribunal (DRAT) / Debt Recovery Tribunals (DRTs) under the jurisdiction of DRAT, Chennai. The maximum age of the Applicant should not exceed 56 years on the closing date. Qualifications/experience and service conditions required for appointment to the posts are given below:

1. Private Secretary	:	Group – B (Gaz)
No. of Post	:	1 (One)
Place of vacancy	:	Madurai
Scale of Pay	:	Level-7 in Pay Matrix- Rs.44900-142400/-
Mode of Recruitment	:	By deputation
Eligibility	:	Officers under the Central Government or State Government or Tribunals:- (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Stenographer Grade I in Level-6 in the pay matrix (Rs.35400-112400) or equivalent, in the parent cadre or department. Desirable: Experience in legal or judicial work.

Handwritten signature

2. Assistant	: Group – B (Non Gaz)
No. of Post	: 22 (Twenty two)
Place of vacancy	: Chennai-7; Bangalore-7; Coimbatore-4; Ernakulam-3; and Madurai-1
Scale of Pay	: Level-6 in Pay matrix - Rs.35400-112400/-
Mode of Recruitment	: By deputation
Eligibility	: Officers under the Central Government or State Government or Tribunals:- (iii) Holding analogous post on a regular basis in the parent cadre or department; or (iv) With ten years' service in the grade rendered after appointment thereto on a regular basis in Level-4 in the pay matrix (Rs.25500-81100) or equivalent, in the parent cadre or department.
3. Accounts Assistant	: Group – B (Non Gaz)
No. of Post	: 9 (Nine)
Place of vacancy	: Chennai-3; Bangalore-2; Coimbatore-1; Ernakulam-2; and Madurai-1
Scale of Pay	: Level-6 in Pay matrix - Rs.35400-112400/-
Mode of Recruitment	: By deputation
Eligibility	: Officers under the Central Government:- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in Level-4 in the pay matrix (Rs.25500-81100) or equivalent, in the parent cadre or department; and (b) Who have undergone training in cash and accounts work in Institute of Secretariat Training and Management or equivalent Institute of Central Government.
4. Stenographer Grade-I	: Group – B (Non Gaz)
No. of Post	: 18 (Eighteen)
Place of vacancy	: Chennai-6; Bangalore-4; Coimbatore-2; Ernakulam-4; and Madurai-2
Scale of Pay	: Level-6 in Pay matrix - Rs.35400-112400/-
Mode of Recruitment	: By Deputation
Eligibility	: Officers under the Central Government or State Government or Tribunals:- (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With ten years' service in the grade rendered after appointment thereto on a regular basis in Level-4 in the pay matrix (Rs.25500-81100) or equivalent, in the parent cadre or department.
5. Upper Division	: Group – C

Clerk (UDC)	
No. of Post	: 8 (Eight) Posts
Place of vacancy	: Bangalore-3; Coimbatore-2; Ernakulam-2 and Madurai-1
Scale of Pay	: Level-4 in Pay matrix - Rs.25500-81100/-
Mode of Recruitment	: By Deputation
Eligibility	: Officers under the Central Government or State Government or Tribunals:- (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) Lower Division Clerk with eight years service in the grade rendered after appointment thereto on a regular basis in Level-2 in the pay matrix (Rs.19900-63200) or equivalent, in the parent cadre or department.

2. The Debt Recovery Appellate Tribunal/ Debts Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts and Bankruptcy Act, 1993.

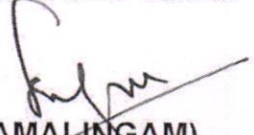
3. The selected candidate will be appointed on deputation basis initially for a period of **three years**, which may be extended as per norms subject to satisfactory performance and other terms and conditions. The terms of deputation shall be regulated in accordance with the Department of Personnel and Training O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 and O.M.No.2/6/2016-Estt(Pay-II) dated 17.02.2016, as amended from time to time.

4. The departmental officials in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, a deputationist in the DRAT/DRTs under the jurisdiction of DRAT, Chennai shall not be eligible for consideration for absorption or promotion.

5. The applications of the willing and eligible candidates in the prescribed Proforma at Annexure-I & II along with attested photocopies of APARs for the last five years and who could be spared immediately, may be forwarded to this Tribunal, so as to reach "**The Secretary/Registrar, Debt Recovery Appellate Tribunal, 7th Floor, Additional Office Building, Shastri Bhawan, Haddows Road, Chennai – 600 006**" through proper channel **on or before 25.05.2026 at 05:30 PM.**

6. The applicant should clearly indicate the service particulars, experience, educational qualification and **place of posting** for which applied for in the prescribed

format at Annexure-I. No action will be taken on advance copy. While forwarding the application, the parent office / Department shall issue a certificate to the effect that the official is clear from vigilance point of view and no disciplinary case is pending/ contemplated against him/her, as given in the pro-forma at Annexure-II, enclosed herewith. The department while forwarding the applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.


(S. RAMALINGAM)
Section Officer

To

1. All Departments/ Ministries of Government of India. It is requested that this circular may please be given wide publicity.
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4. The Registrars of all DRATs/DRTs
5. The Registrar, Central Administrative Tribunal, City Civil Court Additional Building, 1st & 2nd Floor, High Court Campus, Chennai – 600 104.
6. Admin Departments of State Government of Tamil Nadu/ Central Government Offices in Tamil Nadu.
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PROFORMA

Affix latest
Passport size
Photograph

APPLICATION FOR THE POST OF " _____ "

PLACE OF POST FOR APPLIED: _____

1.	Name & Designation and Office Address (In Block Letters) :					
2.	Date of Birth (in Christian era) :					
3.	Date of entry into service :					
4.	Date of retirement under Central/State Government rules Date of retirement under Central :					
5.	Educational and other qualifications required for the post (SSLC/ X th onwards) :					
	Qualification	Year of Passing	Percentage of Marks/Grade			
	S.S.L.C/ X th					
	H.S.C./ XII th					
	Degree					
	Postgraduate					
	Any other					
6.	Details of Employment in chronological order:					
	Office/ Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)
			From	To		
7.	Nature of present employment (Adhoc /Temporary/ Permanent):					
8.	In case of 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 present office/organization to which you belong:					
9.	Please state whether working under					
	(a) Central Government					
	(b) State Government					
	(c) Tribunals					

10.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient with signature	:	
11.	Whether belongs to SC/ST/OBC	:	
12.	Complete official address of the candidate including telephone number	:	

The information/details provided by me above are correct and true to the best of my knowledge and no materials facts having a bearing on my selection has been suppressed/withheld.

Place:

Date:

Signature of the Candidate

Address:

Mobile No.

Email-ID:

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF OFFICE/
FORWARDING AUTHORITY BY PARENT OFFICE/CONTROLLING AUTHORITY

Office of the _____

Certified that the information furnished by Shri/Smt./Km. _____
are found to be correct and he/she possesses the educational qualifications and
experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) The integrity of Shri/Mrs./Ms. _____ is beyond doubt.
- (iii) No Major/Minor penalties have been imposed on him/her during the last 10 years.
- (iv) This office has no objection that in the event of selection, the official will be relieved immediately.
- (v) Copies of APARs for the last 5 years duly attested on each page.
- (vi) List of major penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable)

Place:
Date:

Signature

Name & Designation of the employer
(with office seal)