

GOVERNMENT OF INDIA
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL – II
4th Floor, Dewa Towers, 770-A, Anna Salai, Chennai – 600 002
Phone No.044-28498015, 28498016 Fax : 044-28498013

F. No.1/5/2009-Admn. (81)

Dated the 18th April, 2016

VACANCY CIRCULAR

Applications are invited from eligible candidates of Central/State Governments/ Courts /Tribunals for selection to various posts (**Annexure-I**) existing in this Tribunal on deputation basis. The candidates applying for the posts must be below 56 years of age as on the closing date for receipt of application.

2. Applications in the prescribed format (**Annexure-II**) of willing and eligible candidates who can be relieved at short notice, along with attested copies of last five years ACRs/APARs and a certificate from the forwarding Department/Organisation (**Annexure-III**) be forwarded to the undersigned within 45 days from the date of this circular. Candidates shall not be allowed to withdraw their candidature after the selection process is over. Applications received with incomplete information or received after the last date or applications received through without proper channel, shall not be entertained. Candidates from Autonomous Bodies need not apply.


3. The candidates selected will be appointed on deputation basis initially for a period of three years, which may be further extended upto two years, on year to year basis, subject to satisfactory performance. Fixation of pay and other terms and conditions of deputation of selected candidates will be regulated as per Department of Personnel and Training's O.M.No.6/8/2009-Estt. (Pay-II) dated 17th June, 2010, as amended from time to time.

4. If any clarification is required, the applicants may contact this Tribunal over (044-28498015), on all working days.


(K. Natarajan)
Registrar

To

1. All Ministries/Departments of Government of India It is requested that this circular may please be given wide publicity.
2. The Department of Personnel & Training, North block, New Delhi, with a request to upload this circular in DoPT website under Vacancies.


27/4/16

Department of Financial Services
DRT Section

Date: 26/4/16

Dy. No./E-office No.

3. The Under Secretary (DRT), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi, with a request to upload this circular in DFS website.
 4. The Registrar, All Debts Recovery Appellate Tribunals & All Debts Recovery Tribunals.
 5. The Registrar, All Central Administrative Tribunals.
 6. All Central/State Government Offices.
 7. The Registrar Generals/Registrars, All High Courts.
 8. The Officer-In-Charge, NIC, Chennai-90 - with a request to upload this circular in the website of DRT, Chennai and all Government of India's appropriate websites
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Debts Recovery Tribunal-II, Chennai

Details of Vacancies

Group 'B' Non-Gazetted: General Central Service: (Non- Ministerial) Pay Band of Rs.9300-34800/- Grade Pay Rs.4,200/-

i) Assistant (One Post)

Eligibility: Officers in Central Government/State Government or in Courts holding analogous posts with same Grade pay on regular basis and possessing a degree from a recognized University; or (ii) UDC with eight years regular service in the Pay Band of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent.

ii) Recovery Inspector (One Post)

Eligibility: Officers in Central Government/State Government or in Courts holding analogous posts with same Grade Pay on regular basis and possessing a degree from a recognized University; or Court Masters with eight years regular service in the Pay Band of Rs.5200-20200/- with Grade Pay of Rs.2400/- or equivalent.

Group 'C' Non-Gazetted: General Central Service (Non-Ministerial) Pay Band of Rs.5200-20200/-+ Grade Pay Rs.2400/-

iii) Upper Division Clerk (One Post)

Eligibility: Employees of Central Government/State Government/ Courts/Tribunals holding analogous posts, on regular basis; or (ii) LDC with 8 years regular service in the revised Pay Band-1 Rs.5200-20200 with Grade Pay of Rs.1900 or equivalent.

BIO-DATA

Application for the post of _____

(Photograph)

1.	Name & Designation Office and Address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	(i) Date of entry into service (ii) Date of retirement under Central/ State Government rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same					
		Qualification/Experience Required	Qualifications/Experience possessed by the officer			
	Essential					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
	Office/ Institution	Post held	From	To	PB & Grade pay/Scale of pay & Basic pay	Nature of duties (in detail)

8.	Nature of present employment, i.e Ad-hoc or Temporary or Permanent	
9.	In case the present employment is held on deputation/contract basis, please state.	
	a) Date of initial appointment	
	b) Period of appointment on deputation/Contract	
	c) Name of the parent office/Organization to which applicant belongs	
10.	Additional details about present employment:- please state whether working under (indicate the name of your employer against the relevant column)	
	(a) Central Government	
	(b) State Government	
	(c) Tribunals/Courts	
	(d) Others	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post. (May provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) [Enclose a separate sheet, if the space is insufficient].	

I have carefully gone through the vacancy circular /advertisement and I am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Place:

Address

Date:

Mobile No.

E-mail-ID:

Certificate to be furnished by the Employer/Head of
Office/Forwarding Authority

Office of the

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

Also certificate that:

- (a) There is no vigilance case pending or contemplated against him/her.
- (b) Copies of ACRs/APARs for the last 5 years duly attested on each page are enclosed.
- (c) His/her integrity is beyond doubt.
- (d) No Major/minor penalties have been imposed on him/her during the last 10 years.
- (e) List of major penalties imposed on him/her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Signature

Name & designation of the employer
(with Office Seal)

Place:

Date:

Tele No.

Fax No.

Official Email-ID: