

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF FINANCIAL SERVICES  
**DEBTS RECOVERY TRIBUNAL – II**  
4<sup>th</sup> Floor, Dewa Towers, 770-A, Anna Salai, Chennai – 600 002  
Phone No.044-28498015, 28498016 Fax : 044-28498013  
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F. No.1/5/2009-Admn. (81)

Dated the 22nd June, 2016

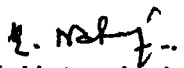
**VACANCY CIRCULAR**

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

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 latest five years ACRs/APARs and a certificate from the Cadre Controlling Authority (**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 not received through proper channel, shall not be entertained. Candidates from Autonomous Bodies are not eligible.

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

4. In case, any clarification is required, the candidates may contact the undersigned over phone (Tele: 044-28498015) during office hours on all working days.

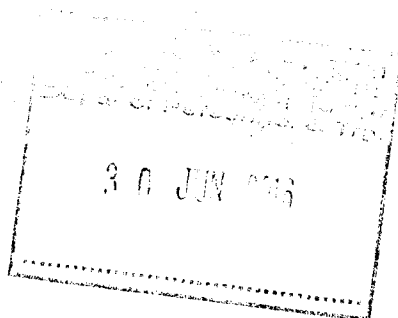
  
(K. Natarajan)  
Registrar

To

1. All Ministries/Departments of Government of India It is requested that this circular may please be given wide publicity.

2. **The 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.**
3. **The Department of Personnel & Training, North block, New Delhi with a request to upload this circular in DoPT website under Vacancies**
4. **Registrars of all Debts Recovery Appellate Tribunals and Debts Recovery Tribunals.**
5. **Registrars of All Central Administrative Tribunals.**
6. **All Central/State Government Offices.**
7. **The Registrars General/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**

**Details of Vacancies**

**(i) Recovery Inspector (One Post)**

**Group 'B' Non-Gazetted, Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4,200/-**

**Eligibility:** Officers 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.

**(ii) Upper Division Clerk (One post)**

**Group 'C' Non-Gazetted, Pay Band-1 Rs.5200-20200 with Grade Pay Rs.2400/-**

**Eligibility:** Officers of Central Government/State Govt. /Employees of the Courts/Tribunals holding analogous post, 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.

**(iii) Stenographer Grade 'D' (One post)**

**Group 'C' Non-Gazetted, Pay Band-1 Rs.5200-20200 with Grade Pay Rs.2400)**

**Eligibility:** (i) Employees in Central Government / State Government and employees of the Court holding analogous posts on regular basis, or(ii) with 5 years regular service as LDC in the revised Pay Band-1 Rs.5200-20200 with Grade Pay of Rs.1900 or equivalent and possessing the qualification of Matriculation or equivalent with a speed of 80 words per minute in shorthand (English) and 30 words per minute in typing (English).

**Annexure-II**  
**BIO-DATA**

Application for the post of \_\_\_\_\_

1.	Name, Designation and Office 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: Ad-hoc / Temporary/ 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) Autonomous Organization	
	(d) Government Undertaking	
	(e) Universities	
14.	(f) Others	
	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information which 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

Mobile No.

Place:

Date:

**Annexure-III**  
**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Office of the \_\_\_\_\_

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

Also certificate that:

- (a) There is no vigilance case pending /Contemplated against him/her.
- (b) Copies of ACRs/APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (c) His integrity is beyond doubt.
- (d) No Major/minor penalties have been imposed on him during the last 10 years/list of major penalties imposed on him/her during the last 10 years is enclosed.
- (e) This office has not objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

(Strike out which is not applicable)

Signature

Name & designation of the Employer  
(with Office Seal)

Date:

Tel No. & Fax No.

Official Email-ID