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**DEBTS RECOVERY TRIBUNAL**  
**Govt. of India**  
**Ministry of Finance**  
**Department of Financial Services**  
**3<sup>rd</sup> floor, Kalyani Towers, 4/162, Madurai-Melur Road,**  
**Uthangudi Post, Madurai – 625 107**  
**Tamil Nadu**

No. 2-2/2012-DRT/MDU

18<sup>th</sup> March 2013

**VACANCY CIRCULAR**

Applications are invited from eligible candidates of Central Govt. / State Govt. / Courts / Tribunals, not exceeding 56 years of age as on the closing date for receipt of applications, for the following existing vacancies in this tribunal on deputation basis. Applications of the willing and eligible candidates, in the prescribed format, may be forwarded to the undersigned through proper channel, along with attested copies of last five years ACR / APARs, within 45 days from the date of this circular. Applicants shall not be allowed to withdraw their candidature after the selection process is over. Scanned copy of the application can be e-mailed to us first to be followed by hard copies by post along with requisite documents.

The selected candidates will be on deputation for a period of three years which is extendable up to two years subject to satisfactory past performance and NOC from their parent cadre. The service on deputation will be governed under the terms and conditions contained in Department of Personnel & Training's O.M.No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010, as amended from time to time.

  
(P. Vinayagam)

Registrar

E-mail: [regdrtmdu-dfs@nic.in](mailto:regdrtmdu-dfs@nic.in)

To

1. All Central Government Departments and Organisations
2. All State Government Departments and Organisations.
3. Courts and Tribunals

## DETAILS OF VACANCIES

- **Private Secretary (One post) Group - 'B' Gazetted: (General Central Service; Non-Ministerial) Pay Scale Rs. 9300-34800 + GP Rs.4600 in PB-2**

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*Eligibility:* (i) Holding analogous posts on regular basis and having a degree from recognized University, or (ii) Stenographers Grade 'C' with eight years regular service in the pay scale of Rs.5500-175-9000 (pre-revised) or equivalent and having a degree from a recognized University.

- **Assistant/Research Assistant (Two posts) Group-'B' Non-Gazetted: (General Central Service; Non-Ministerial) Pay Scale Rs. 9300-34800 + GP Rs. 4200 in PB-2**

*Eligibility:* Holding analogous posts on regular basis and possessing degree from a recognized University; or (ii) UDC with eight years regular service in the pay scale of Rs.4000-100-6000 (pre-revised) or equivalent.

- **Accounts Assistant (One post) Group-'B' Non-Gazetted: (General Central Service; Non-Ministerial) Pay Scale Rs. 9300-34800 + GP Rs.4200 in PB-2**

*Eligibility:* (i) Holding analogous post on regular basis or (ii) with three year's regular service in the pay scale of Rs. 5000-8000 (pre-revised) (iii) or with eight year's regular service in the pay scale of Rs. 4000 – 6000 (pre-revised) or equivalent and having experience of working as Senior Accountant or Accountant in the pay scale of Rs. 4000 – 6000 who have undergone training in Cash and Accounts.

- **Recovery Inspector (One post) Group-'B' Non-Gazetted: (General Central Service; Non-Ministerial) Pay Scale Rs. 9300-34800 + GP Rs.4200 in PB-2**

*Eligibility:* Holding analogous posts on regular basis and possessing degree from a recognized University; or Court Master with eight years regular service in the pay scale of Rs.4000-6000 (pre-revised) or equivalent.

- **Steno Grade 'C' (Two posts). Group- 'B' Non-Gazetted: (General Central Service; Non-Ministerial) Pay Scale Rs. 9300-34800 + GP Rs. 4200 in PB-2**

*Eligibility:* Holding analogous posts on regular basis or (ii) Steno Grade 'D' with eight years regular service in the pay scale of Rs.4000-100-6000 (pre-revised) or equivalent.

- **Lower Division Clerk (one post) Group 'C' Pay Scale Rs. 5200-20200 + GP Rs. 1900 in PB 1**

*Eligibility:* Holding analogous post on regular basis. Ability to work on computer is essential.

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**Proforma for applying**

1. Post applied for...
2. Name & designation with complete office address...
3. Date of Birth...
4. Educational Qualification...
5. Whether fulfils the qualifications prescribed for the post applied for...
6. Cadre to which belongs...
7. Date of appointment to the present post in the cadre...
8. Nature of the appointment (whether ad hoc or regular or on deputation)...
9. If on deputation, since when the deputation started...
10. Present Basic pay, Pay Band + GP...
11. Brief details of service and nature of duties performed...
13. Whether SC/ST/OBC...
14. Any other information relevant to the post applied...

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Signature of the applicant (with e-mail id and mobile number)

Place & Date

**Certificate by the Parent Office / Controlling Authority**

All the above information furnished by the official have been verified from the service records and found to be correct.

It is certified that no disciplinary proceedings or departmental enquiry are either pending against or contemplated against the official.

Controlling Authority with date and office seal

Place & Date