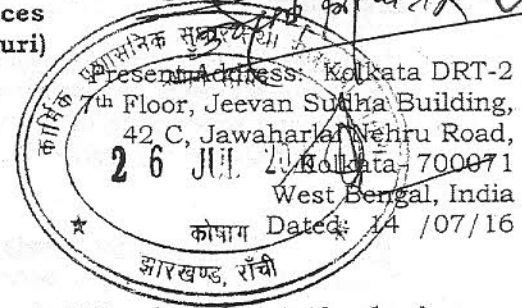


File No: 1/1/2016/Estt-DRT-Slg
Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal (Siliguri)



VACANCY CIRCULAR

Subject: Filling up of various posts in Debts Recovery Tribunal, Siliguri on deputation basis.

The Debts Recovery Tribunals enforce provisions of the Recovery of Debts Due to Banks and Financial Institutions (RDDBFI) Act, 1993 and also Securitization and Reconstruction of Financial Assets and Enforcement of Security Interests (SARFAESI) Act, 2002.

2. The New Debts Recovery Tribunal to be established at Siliguri invites **applications from officials of the Central Government/State Governments/Courts/Tribunals** for filling up of the following existing/anticipated vacancies on deputation basis:-

a). Section Officer: 1 post (General Central Service; Group B Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800 + GP Rs.4600/-.

Eligibility:

- (1) Officers in Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University; **or**
- (2) With eight years' regular service in the Pay Band 2 of Rs.9300-34800/- + Grade Pay Rs.4200/- or equivalent and having a degree from a recognised University.

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

b). Private Secretary: 1 post (General Central Service; Group 'B' Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4600/-.

Eligibility:

- (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis and having a degree from a recognised University; **or**
- (2) Stenographers Grade 'C' with eight years' regular service in the Pay Band 2 of Rs.9300-34800/- + Grade Pay Rs.4200/- or equivalent and having a degree from a recognised University.

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

c). Assistant: 1 post (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4200/-.

Eligibility:

- 1) Officers in the Central Government or State Governments or in Courts holding analogous posts and possessing degree from a recognised University; **or**
- (2) Upper Division Clerk with eight years' regular service in the pay band of Rs. 5200- 20200/- + Grade Pay Rs.2400/- or equivalent.

d). Recovery Inspector: 2 posts (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs.4200/-.

Eligibility:

- (1) Officers in the Central Government/State Governments or in Courts holding analogous posts and possessing degree from a recognised University; **or**
- (2) Court Masters with eight years' regular service in the pay band of Rs. 5200-20200/-+ Grade Pay Rs.2400/- or equivalent.

मुख्य सचिव कार्यालय

झारखण्ड, राँची

नं.स.प्रे.सं. 3345

तिथि 26/7/16

व्यक्तिगत प्रशासनिक सुधार तथा राजभाषा विभाग

झारखण्ड, राँची

नं.स.प्रे.सं. 1059

22/07/16

e). Accounts Assistant: 1 post (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.9300-34800/- + GP Rs.4200/-.

Eligibility:

- (1) Officers of the Central Government holding analogous posts on regular basis; **or**
- (2) With eight years' regular service in the pay band of Rs. 5200-20200/- + Grade Pay Rs.2400/- or equivalent and having experience of working as Senior Accountant or Accountant, in the pay band of Rs. 5200-20200/- + Grade Pay Rs.2400/- who have undergone training in Cash and Accounts.

f). Stenographer Grade "C": 2 posts (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs.4200/-

Eligibility:

- (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis; **or**
- (2) Stenographers Grade 'D' with eight years' regular service in the pay band of Rs. 5200- 20200/- + Grade Pay Rs.2400/- or equivalent.

g). Stenographer Grade "D": 1 Post (General Central Service; Group 'B' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs. 9300-34800/- + GP Rs.2400/-

Eligibility:

- (1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular basis; **or**
- (2) With 5 years regular service as LDC in the Pay Band of Rs.5200-20200/- + Grade Pay of Rs.1900/- or equivalent and possessing the qualifications prescribed for direct recruits i.e. Matriculation or equivalent with a speed of 80 words per minute in shorthand(English), 30 words per minute in typing(English).

h). Court Master: 1 post (General Central Service; Group 'C' Non-Gazetted; Non-Ministerial); Pay in the pay band of Rs.5200-20200/- + GP Rs.2400/-.

Eligibility:

- (1) Officers in the Central Government or State Government or High Courts/Tribunals holding analogous post on regular basis; **or**,
- (2) Lower Division Clerks with eight years' regular service in the pay band of Rs. 5200- 20200/- + Grade Pay Rs.1900/- or equivalent.
- (3) Persons having knowledge of Stenography in English will be preferred.

i). Upper Division Clerk: 2 posts (General Central Service; Group 'C' Non-Gazetted; Non-Ministerial); Pay Band of Rs.5200-20200/- + GP of Rs.2400/-.

Eligibility:

- (1) Officers in the Central Government/State Government and employees of the Courts/Tribunals holding analogous post on regular basis; **or**
- (2) Lower Division Clerks with eight years' regular service in the pay band of Rs. 5200- 20200/- + Grade Pay Rs.1900/- or equivalent.

j). LDC/Typist - 04 Posts (General Central Service; Group 'C' Non-Gazetted; Non-Ministerial); Pay Band of Rs.5200-20200/- + GP of Rs.1900/-.

Eligibility :

- (1) Persons holding analogous posts in Central Government / State Government or in Courts/Tribunal on regular basis .
- (2) Matriculation or equivalent with a minimum speed of 30 words per minute in English or 25 words per minute in Hindi Typing.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or Department of Central Government

should ordinarily not exceed three years. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application. The candidate must fulfill a 'cooling off' period of 3 years from the date of his return from previous deputation/ex-cadre post.

3. The Debts Recovery Tribunals are quasi-judicial bodies set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993. Selected candidates will be appointed on deputation basis for a period of three years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the DOP&T's O.M.No.6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

4. Applications of eligible (as on closing date) and willing candidates, whose services can be spared, the prescribed proforma duly signed by the applicant, verified and countersigned by the Head of Department / Cadre Controlling Authority, may be forwarded with the following documents so as to reach the following address mentioned below within 45 days from the date of publication of this advertisement, as in **Appendix I**, in the Employment News:

To

Registrar-DRT Siliguri,
c/o Kolkata DRT-2, 7th Floor,
Jeevan Sudha Building,
42 C, Jawaharlal Nehru Road,
Kolkata
West Bengal-700071

- i. Statement of Bio-data in the prescribed format (as per **Annexure-A**) duly signed by the candidate and forwarded through proper channel;
 - ii. Copies of **ACRs/APARs** for the last five years (i.e. from 2011-12 to 2015-2016) **attested on each page by an officer not below the rank of Under Secretary;**
 - iii. Vigilance Clearance Certificate;
 - iv. No minor / major penalty certificate for the last five years (as per **Annexure-B**).
 - v. Integrity Certificate;
 - vi. Cadre Clearance Certificate
5. Applications once submitted shall not be permitted to be withdrawn later.
6. For all the above mentioned posts working experience on computer and internet is desirable.
7. Incomplete applications or those received without requisite documents or received after the date or not received through proper channel will not be entertained and no correspondence will be maintained in this regard.

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Registrar/Secre

Present Address: Kolkata DF

7th Floor, Jeevan Sudha Build

42 C, Jawaharlal Nehru R

West Be

Kolkata- 700

Copy to :

- 01) The Under Secretary, Department of Financial Services, New Delhi with request to upload the Vacancy circular in Web site of the Department and DRT website.
- 02) All Central Government / State Government Offices.
- 03) The Registrar, All DRATs/DRTs through email with request to circulate the same in their respective offices, please.
- 04) The Registrars (Administration), Hon'ble High Courts
- 05) The Secretary, Central Government Employees' Welfare Co-Ordination Committee, Kolkata.

