



Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL-MADURAI

3rd & 4th Floors, Kalyani Towers
4/162, Melur Road
Uthangudi, Madurai - 625 107
Tel: 0452-2423070 Fax: 2423067
E-Mail: drtmdu@nic.in

F.No.2-1/2018-DRT/MDU

Date: 27th February, 2018

VACANCY CIRCULAR

It is proposed to fill up vacancies in this Tribunal, as detailed in **Annexure-I** to this Circular, on deputation basis. Eligibility and other conditions are also given in **Annexure-I**. Applications in the prescribed format (**Annexure-II**) from willing and eligible candidates who can be spared immediately may be forwarded to the undersigned **within 45 days from the date of this circular**. Applications are to be forwarded with the Certificates as given in **Annexure-III**, and along with attested copies of latest five years ACRs/APARs, i.e. from 2012-13 to 2016-17.

2. Applications received with incomplete information/documents, or after the last date, or not through proper channel, will not be considered. Withdrawal of candidature shall not be allowed after selection.

3. The appointment on deputation will be for a period of three years, which may be extended or curtailed subject to administrative exigencies. Pay and other terms and conditions of deputation, including period of deputation, will be governed by the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June 2010, as amended from time to time.


(T.D. KRISHNAN)
SECRETARY / REGISTRAR

To

1. All Ministries / Departments of Government of India.
2. 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 to the DoFS website.
3. The Department of Personnel & Training, North Block, New Delhi with the request to upload the circular to the DoPT website under vacancies.
4. The Registrars, All Debts Recovery Appellate Tribunals & All Debts Recovery Tribunals.
5. The Registrars, all Central Administrative Tribunals.
6. The Registrar Generals / Registrars, All High Courts.
7. The Officer-in-charge, NIC, Chennai-90, with the request to post the circular in the appropriate web site of the Government of India.

Vacancy details, Eligibility, experience and other conditions for appointment on deputation against vacancies in Debts Recovery Tribunal, Madurai

1. The crucial date for determining eligibility conditions will be the last date for receipt of applications for existing vacancies and for the anticipated vacancies it will be the date on which the vacancies arise.
2. The maximum age limit for deputation shall be 56 years as on the crucial date.
3. A candidate must fulfill a 'cooling off' period of 3 years from the date of return from previous deputation.

Sl. No.	Name of post	Pay Matrix	No. of vacancies
1.	Stenographer Grade 'C'	Level – 6	2
<u>Eligibility:</u> (i) Officers in Central Government / State Government or in Courts holding analogous posts on regular basis; or (ii) Stenographer Grade 'D' with eight years' regular service in the Pay Matrix Level - 4, or equivalent.			
2	Assistant/Research Assistant	Level – 6	1
<u>Eligibility:</u> Persons employed under the Central/State Governments, Courts or Tribunals, i) holding analogous posts on regular basis and possessing degree from a recognized University; or ii) Upper Division Clerks with eight years' regular service in PB-1 (Rs. 5200-20200/-) + Grade Pay Rs. 2400/- [Pre-Revised], or equivalent.			
3	Recovery Inspector	Level – 6	1
<u>Eligibility:</u> i) Officers holding analogous posts in Central Government / State Governments or in Courts and having degree from a recognized University; or ii) Court Masters with eight years regular service in the Pay Matrix Level – 4 or equivalent.			

Sl. No.	Name of post	Pay Matrix	No. of vacancies
4	Court Master	Level – 4	1
<p>Eligibility: Persons holding :</p> <p>i) analogous posts in Central Government or State Government or in Courts or Tribunals;</p> <p>ii) Lower Division Clerks with eight years regular service in the Pay Matrix Level – 2. (iii) Persons having knowledge of stenography will be preferred.</p> <p><u>Desirable:</u> working knowledge on computer.</p>			
5	Upper Division Clerk	Level – 4	1
<p>Eligibility: From amongst the Central Government or State Government employees and employees of the Courts or Tribunal.</p> <p>Persons holding :</p> <p>i) analogous posts on regular basis; or</p> <p>ii) Post of LDC with eight years regular service in the Pay Matrix Level-2</p> <p><u>Desirable:</u> working knowledge on computer.</p>			
7	Lower Division Clerk	Level - 2	2
<p>Eligibility: From amongst the staff of Central or State Government or Courts or Tribunals</p> <p>(i) holding analogous post on regular basis in the parent cadre or Department or</p> <p>(ii) With three years regulars service in Level -1 (Rs.18000-56900/- in the Pay Matrix in the parent cadre of department and</p> <p>(iii) Possessing educations qualifications as 12th class or equivalent pass from a recognized board or university and</p> <p>(iv) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer</p> <p><u>Desirable:</u> working knowledge on computer .</p>			

ANNEXURE - II**PART-I****BIO-DATA PROFORMA****Application for the post of**Affix latest
passport size
photograph

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	(i) Date of Entry into service		
	(ii) Date of retirement under applicant's service rules (Central/State Government, Court, Tribunal as the case may be)		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification 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		
	Desired		
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	Pay Matrix Level	Nature of duties (in detail)
8.	Nature of present employment, i.e. adhoc or Temporary or Quasi Permanent or Permanent.					
9.	In case the present employment is held on deputation / contract basis, please state					
	(a) The 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:- State the authority under which the working under (indicate the employer name against the relevant authority)					
	(a) Central Government					
	(b) State Government					
	(c) Court					
	(d) Tribunal					

11.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn (in Rupees)	
	Pay Matrix Level	Basic Pay
14.	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)	
15.	Whether belongs to SC / ST	
16.	Remarks (Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular 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.

Email – ID

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

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

Also certified that:

- (a) No disciplinary case is either pending or contemplated against him/her.
- (b) Copies of his/her ACRs/APARs for the last 5 years (2012-13 to 2016-17) duly attested on each page by an officer of the rank of Under Secretary to the Government of India 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 / List of major/minor penalties imposed on him/her during the last 10 years is attached.(*)
- (e) This office has no objection to his/her selection; he/she will be immediately relieved to take charge of the assignment.

Signature

**Name & Designation of the employer
(with seal)**

Date:

Tele. No. & Fax No.

Place:

Official Email ID.....

(*) strike off whichever is not applicable