

DRT/RNC/Deputation/08/2009  
Government of India  
Ministry of Finance  
Department of Financial Services (Banking Division)  
**Debts Recovery Tribunal**  
Badri Narayan Bhawan Street  
Ratu Road, P.O. – Hehal  
Ranchi -834 005

12<sup>th</sup> April 2010

**VACANCY CIRCULAR**

Applications are invited from suitable officers of Central Government/State Government/Courts/Tribunals for the following posts mentioned lying vacant in Debts Recovery Tribunal, Ranchi for appointment on deputation basis for a period for one year in the first instance. The deputation period may be extended or curtailed further by Competent Authority in public interest.

Sr No	Name of the post and Scale of the post	No. of Posts	Eligibility criteria /Experience
1.	Private Secretary – Group ‘B’ Gazetted (Pay Scale PB2 – 9300-34800+ Grade Pay Rs. 4600)	01	Officers of Central/State Government or in Courts holding analogous posts on regular basis and possessing a degree from a recognized University or Stenographer Grade ‘C’ with eight years regular service in the Scale of Rs 5500-175-9000 (pre revised) or equivalent and having a degree from a recognized University. Preference will be given to persons having experience in legal and judicial work.
2.	Assistant - Group ‘B’ Non-Gazetted (Pay Scale PB2 – 9300-34800+ Grade Pay Rs. 4200)	01	Officers of Central/State Government or in Courts holding analogous posts and possessing degree from a recognized University or Upper Division Clerk with eight years regular service in the Scale of Rs 4000-100-6000 (pre revised) or equivalent
3.	Accounts Assistant - Group ‘B’ Non-Gazetted (Pay Scale PB2 – 9300-34800+ Grade Pay Rs. 4200) ( <i>likely to be vacant</i> )	01	(i) Officers of Central Government holding analogous posts on regular basis. (ii) With three years regular service in the pay scale of Rs 5000-8000 (pre-revised), or (iii) With eight years regular service in the pay scale of Rs 4000-100-6000 (pre revised) or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of Rs 4000-6000 (pre-revised), who have undergone training in Cash and Accountants.
4.	Recovery Inspector- Group ‘B’ Non-Gazetted (Pay Scale PB2 – 9300-34800+ Grade Pay Rs. 4200)	01	Officers of Central/State Government or in Courts holding analogous posts on regular basis and possessing a degree from a recognized University or Court Master with eight years regular service in the Scale of Rs 4000-100-6000 (pre revised) or equivalent
5.	Stenographer Grade ‘C’ Group ‘B’ Non-Gazetted (Pay Scale PB2 – 9300-34800+ Grade Pay Rs. 4200)	02	Officers of Central/State Government or in Courts holding analogous posts on regular basis or Stenographer Grade ‘D’ with eight years regular service in the Scale of Rs 4000-100-6000 (pre revised) or equivalent
6.	Stenographer Grade ‘D’ Group ‘C’- Non-Gazetted (Pay Scale PB1 – 5200-20200+ Grade Pay Rs. 2400)	01	Officers of Central/State Government or in Courts holding analogous posts on regular basis or LDC with five years regular service in the Scale of Rs 3050-75-3950-80-4590 (pre revised) with 80 words per minute speed in English Shorthand and 30 words per minute in English Typing and having a Matriculation Certificate.
7.	Lower Division Clerk- Group ‘C’ Non-Gazetted (Pay Scale PB1 – 5200-20200+ Grade Pay Rs. 1900)	04	Officers of Central/State Government or in Courts holding analogous posts on regular basis in the Scale of Rs 3050-75-3950-80-4590 (pre revised) and having a Matriculation Certificate. Also have minimum speed of 30 words per minute in English or 25 words per minute in Hindi Typewriting. Desirable – Acquaintance with Word processing.

2. The selected candidate will be appointed on deputation basis initially for a period of one year, which may be extended up to three years on the basis of their performance. The terms and conditions as contained in the DOP&T O.M. No 2/29/91-Estt (Pay-II) dated 05<sup>th</sup> January 1994 and O.M. No. AB 14017/30-2006- Estt. (RR) dated 29<sup>th</sup> November 2006 as amended from time to time will govern the deputation. Eligibility date will be the closing date of receipt of application. The maximum age limit will be 56 years on the closing date.

3. Applications from eligible candidate who are desirous of being considered for appointment on deputation basis, may please be forwarded through proper channel along with attested copies of ACRs of the last five years and vigilance clearance to `The Registrar, Debts Recovery Tribunal, Badri Narayan Bhawan Street, Ganga Nagar, Ratu Road, P.O. – Hehal, Ranchi-834005 (Jharkhand) by **08<sup>th</sup> June 2010**. No action will be taken on advance copy of the application. The applications should clearly indicate the service particulars, experience and educational qualification as in the format given below:-

#### **BIO –DATA**

1. Post applied for 2.Name and Address of the applicant 3.Date of Birth 4.Present post held 5. Present Pay Band and Grade Pay 6. Date of appointment to the grade (a) Adhoc (b) Regular 7.Educational qualification 8.Experience 9. Date of return from last deputation, if any 10. Whether Gen/SC/ST/OBC 11. Brief service particulars 12.Signature of the candidate

#### **CERTIFICATE BY THE PARENT OFFICE**

The information furnished by the candidate has been verified from records and is found to be correct. There is no vigilance case pending and /or being contemplated against the above official. The integrity of the official is beyond doubt.

Place

Name & Designation of Forwarding Officer (With Seal)

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(P.K. Upadhyay)  
Registrar  
Phone (0651)-2284237  
Mobile-09031701740  
Fax – (0651) 2284236

Copy to:-

1. All Departments/Ministries of Government of India- It is requested that this circular may please be given wide publicity.
2. The Registrar, High Court of Jharkhand, Doranda, Ranchi
3. Office of Accountant General (Jharkhand), AG Office Complex, Doranda, Ranchi
4. The Registrar, Civil Court, Kutchery Road, Ranchi
5. The Registrars/Secretaries, All Debts Recovery Appellate Tribunals and Debts Recovery Tribunals.
6. Notice Board, DRT Ranchi