

F.No-21/6/2017-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 13th December, 2017

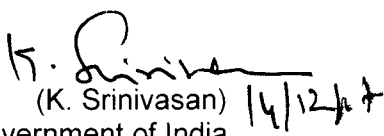
OFFICE MEMORANDUM

Subject:-Filling up of posts in Department of Financial Services and National Technical Research Organization (NTRO) on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Department of Financial Services and National Technical Research Organization with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	National Technical Research Organization (NTRO)	Administrative Officer & Assistant Administrative Officer
2.	Department of Financial Services	Registrar, Recovery Officer & Assistant Registrar

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.
3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.


(K. Srinivasan) 14/12/17
Under Secretary to the Government of India
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

IMMEDIATE

No. V(A)/12/1/Estt.-I/NTRO/2017-3372
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated: 08 December, 2017

Subject: Filling up of vacancies in the grade of Administrative Officer and Assistant Administrative Officer in NTRO on Deputation basis – Recruitment Notice.

A recruitment notice is enclosed herewith inviting applications to fill up two vacancies in the grade of Administrative Officer in Level-10 of the pay matrix and five vacancies in the grade of Assistant Administrative Officer in Level-7 of the pay matrix in National Technical Research Organisation on Deputation basis.

2. It is requested that the above mentioned recruitment notice may please be widely circulated. The applications duly filled by willing and eligible officers in prescribed proforma (Annexure-I) with Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address :-

**Assistant Director (Pers/R-1)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067**

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates may not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. The last date for receipt of application is 30 days from the date of publishing of this recruitment notice in the Employment News.

Encl.: As above.


Assistant Director (Pers/R1)

Distribution: As per the list enclosed

207 11/11/17

USC/EP

2
12/12/17

SC/EP

12/12/17
Mr. Kanben

RECRUITMENT NOTICE**NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited from eligible candidates from Central Government Ministries/Departments to fill up the following vacancies in NTRO on **deputation basis** :-

SI No.	Name of the Post	No. of Vacancies*	Level in the Pay Matrix #
(i).	Administrative Officer	02	Level -10 [pre-revised PB-3 Rs.15600-39100 + GP Rs.5400/-]
(ii).	Assistant Administrative Officer	05	Level -7 [pre-revised PB-2 Rs.9300-34800 + GP Rs.4600/-]

* Subject to increase/decrease.

In addition, Special Allowance @ 20% of Basic will be admissible. However, no deputation Duty Allowance.

2. The essential eligibility criteria for the aforementioned posts are as under:-

SI No	Name of the Post	Eligibility Criteria
(i).	Administrative Officer	Officers under the Central Government or Defence services :- (a) (i) holding analogous post on regular basis; or (ii) Section Officer/equivalent (Group 'B' Gazetted) having two years of regular service in Level-8 of the pay matrix; or having three years of regular service in Level-7 of the pay matrix; and (b) Possessing three years experience in dealing with Administration and Establishment matters in the Central Government Department.
(ii).	Assistant Administrative Officer	Officers under the Central Government or Defence services :- (a) (i) holding analogous post on regular basis; or (ii) Having five years of regular service in Level-6 of the pay matrix; and (b) Possessing three years experience in dealing with Administration and Establishment matters in the Central Government Department.



Contd...2/-

Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment on promotion.

Note-2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central government shall ordinarily not exceed three years.

Note-3: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.

3. **How to apply** – The application duly filled by willing and eligible officers in the prescribed proforma (Annexure-I) & Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address :-

Assistant Director (Pers/R-1)
National Technical Research Organisation
Block-III, Old JNU Campus (Room No.204)
New Delhi - 110067

4. The applications which had been received earlier in response to the previous recruitment notice No.V(A)/12/1/Estt.-I/NTRO/2017-366, dated 09th Feb 2017 but could not be processed further for selection due to revision in the RRs, will also be considered alongwith the fresh applications received in response to this recruitment notice for scrutiny with reference to the eligibility criteria mentioned therein.

5. The last date of receipt of application is **30 days** from the date of publication of advertisement in the Employment News. The detailed Recruitment Notice is also available on the website ntro.gov.in for information. The extension of last date of receipt of application, if any, will be notified in the said website.

6. The applications in the prescribed proforma (Annexure-I & II) may be forwarded through proper channel along with disciplinary/vigilance clearance/ integrity certificate and attested copies of APARs for the last 5 years.

7. Incomplete applications and those received late and/or without the requisite documents may not be processed for determining their eligibility for selection. No correspondence in this regard would be entertained.

8. Canvassing in any form will disqualify the candidate.



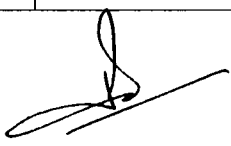
Distribution List

1	Joint Secretary (Admin) Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training) Room No. 109, North Block, New Delhi.	2	Joint Secretary (Pers) Ministry of Finance Department of Expenditure North Block, New Delhi.
3	Joint Secretary (Admin) Ministry of Home Affairs Room No. 194, North Block New Delhi.	4	Joint Secretary (T) & CAO Ministry of Defence, Room No. 155 'E' Block, Dalhousie Road, New Delhi-110 011
5	Joint Secretary (Admin) Department of Posts, Dak Bhawan, New Delhi-110001	6	Astt. Comptroller & Auditor General (P), Office of the C&AG of India, 9 Deen Dayal Upadhyaya Marg, New Delhi.
7	Joint Secretary (Admin) Department of Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi	8	Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi
9	Joint Secretary Department of Space, ISRO Hqrs., Antriksh Bhawan, New BEL Road, Bangalore- 560 094	10	Joint CGDA (Admin), O/o the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010
11	Inspector General(Pers), CRPF Directorate General, CRPF Block No. 1, CGO Complex New Delhi- 110003	12	Inspector General (Pers), SSB Force Headquarters East Block-V, R.K. Puram New Delhi- 110066
13	Inspector General(Pers), BSF Directorate General, BSF Block No. 10, CGO Complex New Delhi- 110003	14	Inspector General (Pers), ITBP Directorate General, ITBP Block No. 2, CGO Complex New Delhi- 110003
15	Inspector General(Pers), CISF Directorate General, CISF Block No. 13, CGO Complex New Delhi- 110003	16	Director (SR) Cabinet Secretariat, Room No.1001, 10 th Floor, B-2 Wing Pryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003.
17	Director (CS-I) Ministry of Personnel, Pensions & Public Grievances, Department of Personnel & Training, 2 nd Floor, Lok Nayak Bhavan, Khan Market, New Delhi – 110003.	18	Director (Admin), Ministry of Science & Technology Department of Science & Technology New Mehrauli Road, New Delhi
19	Directorate of Personnel DRDO Bhawan, Rajaji Marg, New Delhi.	20	JDPA (Dep), Air Headquarters, Vayu Bhawan (Raf Marg) New Delhi.

<u>BIO-DATA / CURRICULUM VITAE PROFORMA</u>		(Please affix a recent passport size colour photograph)	
Reference No: V(A)/12/1/Estt.-I/NTRO/2017		Post applied for: Administrative Officer	
1.	Name and Address (in Block Letters) Contact No : Email :		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Education and other qualification 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)		
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)	
	Essential	Essential	
	Officers under the Central Government or Defence services; (a) (i) holding analogous post on regular basis; or (ii) Section Officer/equivalent (Group 'B' Gazetted) having two years of regular service in Level-8 of the pay matrix; or having three years of regular service in Level-7 of the pay matrix; and Possessing three years experience in dealing with Administration and Establishment matters in the Central Government Department.		
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		



6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.						
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.							
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/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
<p>*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>							
Office/institution		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To	
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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	



	<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Pay Band (6 th CPC) or Level in the Pay Matrix (7 th CPC)		
	Basic Pay in the PB (as per 6 th CPC) or Level in the Pay Matrix (as per 7 th CPC)	Grade Pay/ Pay in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	<p>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p>		



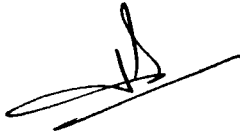
	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>	
17.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience 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)

Date _____

Address _____



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years
Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)



<u>BIO-DATA / CURRICULUM VITAE PROFORMA</u>		(Please affix a recent passport size colour photograph)
Reference No: V(A)/12/1/Estt.-I/INTRO/2017	Post applied for: Assistant Administrative Officer	


1.	Name and Address (in Block Letters) Contact No : Email :		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Education and other qualification 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)		
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)	
	Essential	Essential	
	Officers under the Central Government or Defence services; (a) (i) holding analogous post on regular basis; or (ii) Having five years of regular service in Level-6 of the pay matrix; (b) Possessing three years experience in dealing with Administration and Establishment matters in the Central Government Department.		
Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.			



6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.						
Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.							
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.						
Office/institution		Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:							
Office/institution		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To	
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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	



	<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Pay Band (6th CPC) or Level in the Pay Matrix (7th CPC)		
	Basic Pay in the PB (as per 6 th CPC) or Level in the Pay Matrix (as per 7 th CPC)	Grade Pay/ Pay in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	<p>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>		



	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>	
17.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience 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)

Date _____

Address _____



ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years
Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)



F. N. 8/52/2017-DRT
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building,
10, Sansad Marg, New Delhi,
Dated, 7th December, 2017.

Office Memorandum

Subject: Filling up existing and anticipated (upto 30.06.2018) vacancies of Registrar/Secretary, Recovery Officer on promotion/ deputation and Assistant Registrar on deputation basis in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Registrar/Secretary in Pay Band 3 of Rs.15600-39100 + Grade Pay Rs.7600/- (pre-revised) and Recovery Officer in Pay Band 3 of Rs.15600-39100 + Grade Pay Rs. 6600/- (pre-revised) on promotion/deputation and Assistant Registrar in Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 6600/- (pre-revised) on deputation basis in various Debts Recovery Appellate Tribunals (DRATs)/Debts Recovery Tribunals (DRTs) under Department of Financial Services.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department within the stipulated last date i.e. on or before **20th January, 2018**.

(V.V.S. Kharayat)

Under Secretary to the Government of India
Tel. No. – 23745769

To,

✓ The Director, CS-I (D),
Department of Personnel & Training,
Lok Nayak Bhawan,
New Delhi.

Copy to:

1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretary, State Governments.
3. The Controller General of Accounts, Ministry of Finance, Department of Expenditure, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
4. The Chairman/CMDs/MDs of all PSBs.
5. Registrar all High Courts.
6. The NIC Cell, 2nd Floor, Jeevan Deep Building, New Delhi- with a request to upload the vacancy circular immediately on the official website of DFS.

With a request to kindly forward the application of eligible and willing officers of these Ministries/Departments/Organizations, who can be spared immediately, as to reach this Department before the last date.

2007 11/12/17
US/1/17
11/12/17
SO (CS) 11/12/17
12/12/17
SO (CS) 13/12/17
Sh. Kharayat

1. Details of vacancies

The details of 38 existing and anticipated vacancies up to 31.06.2018 are as under:-

Registrar total vacancies:- 11

Existing:- 07 vacancies in DRTs at Kolkata, Lucknow, Mumbai (2), Patna, Pune and DRAT, Mumbai.

Anticipated:- 04 vacancies in DRTs at Chennai, Delhi, Ranchi and DRAT, Kolkata.

Recovery Officer total vacancies: - 20

Existing:- 19 vacancies in DRTs at Ahmedabad, Aurangabad (2), Bangalore, Chandigarh (2), Chennai (2), Delhi, Ernakulam (2), Guwahati, Hyderabad (2), Kolkata (2), Madurai, Mumbai and Patna.

Anticipated:- 01 vacancies in DRTs at Bangalore,

Assistant Registrar total vacancies: - 07

Existing:- 03 vacancies in DRTs at Chandigarh, Guwahati and Kolkata.

Anticipated:- 04 vacancies in DRTs at Allahabad, Coimbatore, Jabalpur and Siliguri.

2. Willing and eligible officers may submit their applications, duly filled in the prescribed proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before **20th January, 2018**.

3. A separate application may be submitted for each post by the candidates who apply for more than one category of posts.

4. **No applicant will be permitted to withdraw his/her name after selection. Doing so will attract blacklisting of such candidates for future deputation in DRTs/DRATs.**

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, Supreme Court/High Courts, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Part-II of the application form, along with attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for the last five years i.e. from 2012-13 to 2016-17. It may also be noted that, if any ACR/APAR/Grading for a period of more than 3 months is not recorded, then ACR/APAR/Grading prior to 2011-12 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s).

6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

7. The requisite details regarding qualifications/experience and other eligibility conditions for these posts as well as the application form is available on this Department's website at-<http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx>:

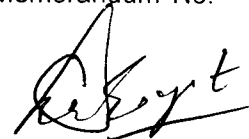
8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for any of the aforesaid post.

9. **The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

10. The candidates applying for the post on deputation basis must be below 56 years of age on the last date for receipt of application i.e. on **20th January, 2018**.

11. The selected Departmental candidates will be appointed on promotion where applicable and outsiders 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 Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.



(V.V.S. Kharayat)

Under Secretary to the Government of India
Department of Financial Services
Ministry of Finance
3rd Floor, Jeevan Deep Building
10, Parliament Street, New Delhi
Ph. 011-23748769

Requisite qualification/experience and service conditions for the posts in DRTs

1. (A). **REGISTRAR/SECRETARY**

Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 7600 (pre-revised)

On Deputation basis

- (i) Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
 - (a) Holding analogous post on regular basis in the parent cadre or Department; or
 - (b) Under Secretary with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs. 15600 – 39100 with grade pay of Rs. 6600 (pre-revised) or equivalent Group 'A' Gazetted Officer in the parent cadre or Department."
- (ii) Scale V Officers of the Public Sector Banks (PSBs) holding analogous Post; or
- (iii) Scale-IV Officers of PSBs with five years' service in the scale.
- (iv) Officers in the PSBs who have already held the post of Secretary/ Registrar or equivalent post on regular basis in a Tribunal for a period of three years.

On Promotion basis

Departmental Assistant Registrar/Recovery Officers with five years' regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

(B) **RECOVERY OFFICER**

Pay Band 3 of Rs. 15600-39100 + Grade Pay Rs. 6600 (pre-revised)

On Deputation basis

- (i) Officers of the Central Government or State Government or Union territory administration or State Judicial Service:
 - (a) Holding analogous post on regular basis in the parent cadre or Department; or
 - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs.15600-39100 with grade pay of Rs. 5400 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
 - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2 Rs.9300 – 34800 with grade pay of Rs. 4800 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department; or

- (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs. 9300 – 34800 with grade pay of Rs. 4600 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officer of the Public Sector Banks (PSBs) holding analogous post; or
- iii) Scale-III Officers of PSBs with five years' service in the scale; or
- iv) Officers in the PSBs who have already held the post of Recovery Officer or equivalent post in a Tribunal for a period of three years.

On Promotion basis

Departmental Section Officers with eight years' regular service shall also be considered alongwith outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

(C) ASSISTANT REGISTRAR

Pay Band 3 of Rs.15600-39100 + Grade Pay Rs. 6600 (pre-revised)

- i). Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:
 - (a) Holding analogous post on regular basis in the parent cadre or Department; or
 - (b) Section Officer with five years' service in the grade rendered after appointment thereto on a regular basis in pay band – 3, Rs.15600-39100 with grade pay of Rs. 5400 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
 - (c) Section Officer with six years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs.9300 – 34800 with grade pay of Rs. 4800 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.; or
 - (d) Section Officer with seven years' service in the grade rendered after appointment thereto on a regular basis in pay band – 2, Rs. 9300 – 34800 with grade pay of Rs. 4600 (pre-revised) or equivalent Group 'B' Gazetted Officer in the parent cadre or Department.”;
- ii) Scale IV Officers of the Public Sector Banks (PSBs) holding analogous post; or
- iii) Scale-III Officers of PSBs with five years' service in the scale; or
- iv) Officers, who have already held the post of Assistant Registrar or equivalent post in a Tribunal for a period of three years.

2. **Desirable qualification:**

Preference will be given to persons having legal experience or experience in judicial or recovery matter.

3. **Age:**

The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

4. **Cooling Off:**

The candidate must fulfil a 'cooling off' period of 3 years from the date of his return from previous deputation.

Form of Application

Part-I : (To be filled by the Applicant): (No column should be left blank)
Separate application to be submitted for separate post(s)

1.	Name of the applicant (in block letters):							Recent Passport size Photo, cross signed by the candidate should be pasted here	
2.	Post applied for:								
	Names of places/stations in order of preference (in block letters):								
	1.								
	2.								
	3.								
3.	(a) Date of Birth								
	(b) Age as on last date for receipt of application i.e. as on----- 2018			_____ years _____ months			_____ days		
	(c) Date of Retirement/superannuation								
4.	a) Date of Joining Service								
	b) Name of the Service								
5.	Details of postings in last 10 years, starting with present post held: (Note: To be filled by all Applicants)								
	Sl	Designation	Deptt./ Office/ Org.	Whether post held on Regular/adhoc/ officiating/ deputation basis	Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officer from PSBs)	Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs)	Scale of pay / Pay Band + Grade Pay	Period	
								From	To
	1.								
6.	POST HELD ON REGULAR BASIS								
	a) Name of the post								
	b) Whether Group 'A'/'B' Gazetted								
	c) Scale of pay / Pay Band + Grade Pay								
	d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post								
	e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank								
7.	Present Basic Pay								
8.	For Officers of Public Sector Banks (PSBs) only :								
	a) Present Scale-III/IV/ V								
	b) Date of appointment in present scale on regular basis								
9.	a) Educational Qualifications								
	b) Professional qualifications, if any								
10.	Experience, particularly relating to legal matters								
11.	Date of return from last ex-cadre post, if any								
	a) Date of completion of cooling off period, if applicable								
12.	Whether belongs to SC/ST/OBC/PH								

13	Whether all eligibility conditions are fulfilled.		
14	a) Whether worked in the DRT/ DRAT earlier. If so, give name of DRAT/DRT(s) and period of deputation		
	b) Whether attended interview for the posts in DRT/DRAT earlier. If so, year of appearance and the number of attempts.		
15	a) Postal Address for communication with PIN Code and /Fax Number (in block letters) Telephone No. Mobile No. E-mail ID		
	b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID. (in block letters)		

I certified that the information furnished above by me is correct.

Signature of the Applicant with date

Part-II :

(To be filled by Cadre Controlling Authority of the applicant)

OFFICE OF

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of
2. It is also certified that Shri/Smt/Ms is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is also certified that Integrity of Shri/Smt/Ms..... is beyond doubt.
4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Ms..... During the last 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e.2016-17, 2015-16, 2014-15, 2013-14, 2012-13, are enclosed along with NRC for the period(s) [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2012-2013 for the matching period need to be forwarded along with No Report Certificate (NRC)].
6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms..... is selected for the post of in Debts Recovery Appellate Tribunal/Debts Recovery Tribunal.

**(Name, Signature & Telephone No.
of Officer with Official Stamp)**

Place: _____

Date: _____