F. N. 8/9/2020-DRT
Government of India
Ministry of Finance
Department of Financial Services

3rd floor, Jeevan Deep Building,
10, Sansad Marg, New Delhi,
Dated 17th August, 2020.

Office Memorandum

Subject: Filling up of existing, anticipated and unforseen vacancies of Assistant Registrar and Recovery Officer upto 31.12.2020 in Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance on deputation basis.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Assistant Registrar and Recovery Officer both in Pay Level 11 (Rs. 67700-208700) of the pay matrix in various Debts Recovery Tribunals (DRTs) under Department of Financial Services on deputation basis.

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 date i.e. by 20th October, 2020.

(Subhashchandra Amin)
Under Secretary to the Govt. of India
Tel: 23748763

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 Secretaries of State Governments and Administrators of UTs.
3. The Controller General of Accounts, Mahalekha Niyantrak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi-110023
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of all High Courts.

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

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.

1. **Details of vacancies**

(A) **Assistant Registrar : :- 12 (7+5)**

Existing:- 7 vacancies in DRTs at Chandigarh (2), Delhi, Dehradun, Lucknow, Patna and Ranchi.

Anticipated:- 05 vacancies in DRTs at Ahmedabad, Chennai, Ernakulam, Madurai, Mumbai and any unforeseen vacancies.

(B) **Recovery Officer :- 16 (7+9)**

Existing:- 7 vacancies in DRTs at Ahmedabad (2), Chandigarh (2), Coimbatore, Mumbai, Ranchi.

Anticipated:- 9 vacancies in DRTs at Allahabad, Chandigarh (2), Cuttack, Delhi, Ernakulam, Guwahati, Jabalpur and Siliguri and any unforeseen vacancies.

2. Willing and eligible officers may submit their applications, duly filled, in the prescribed proforma **through proper channel only** (i.e. through their Cadre Controlling Authority) so as to reach the undersigned on or before **20th October, 2020**.

3. No applicant will be permitted to withdraw his/her candidature after selection. Doing so will attract one year debarment of such candidates for deputation in DRATs/DRTs.

4. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, 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 Annexure-II of the application form, along with vigilance clearance, integrity certificate, major/minor penalty certificate and attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for five years i.e. from 2014-15 to 2018-19. It may 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 2014-15 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s). If no report is available for an Assessment year, a report for the year prior to 2014-15 is to be provided.

5 The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application.

6. The eligibility for the post (Annexure I) and the application form (Annexure-II) are enclosed and are also available on this Department's website at-http://financialservices.gov.in/ncapp/Vacancycircularsindex:aspx:

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

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

9. The selected candidates will be appointed on deputation basis for a period of four 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.

10. The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

(Subhashchandra Amin)
Under Secretary to the Govt. of India
Department of Financial Services
Ministry of Finance
3rd Floor, Jeevan Deep Building
10, Parliament Street, New
Delhi
Ph. Tel: 011- 23748763

Annexure I

Eligibility for the post of Assistant Registrar

(a) Officers under the Central Government or State Governments or Courts or Tribunals;

(i) holding analogous post on regular basis in the parent cadre or Department; or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or Department; or

(iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 8 in the pay matrix (Rs. 47600-151100) or equivalent; and

(iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 7 in the pay matrix (Rs. 44900-142400) or equivalent;

(b) Officers of the public sector banks –

(i) Scale IV Officers holding analogous post on regular basis in the parent cadre or Department; or

(ii) Scale-III Officers with five years regular service in the post.

Desirable qualifications

Experience in legal or judicial work

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, the deputationists shall not be eligible for consideration for appointment by 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 or Department of the Central Government shall ordinarily not exceed four years.

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

Eligibility for the post of Recovery Officer

(a) Officers under the Central Government or State Governments or Courts or Tribunals;

(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or

(iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department; or

(iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department;

(b) Officers of the public sector banks –

(i) Scale IV Officers holding analogous post on regular basis in the parent cadre or department; or

(ii) Scale-III Officers with five years service in the grade rendered after appointment thereto on a regular basis in the post.

Desirable qualifications

Degree in law or having legal experience.

Note 1 : 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 or Department of the Central Government shall ordinarily not exceed four years.

Note 2 : The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application.

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Annexure II

Form of Application

Part-I :(To be filled by the Applicant): (No column should be left blank)

1.	Name of the applicant (in block letters):	Recent Passport size Photograph signed across 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) 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	Design ation	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 or deputation, if any	
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, years 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 certify that the above details furnished by me are true to the best of my knowledge and belief and I am eligible for the post.

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.2014-15 to 2018-19 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 2014-2015 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for Assessment Year, a report for the year prior to 2014-15 is to be provided.

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 Debt Recovery Appellate Tribunal/ Debts Recovery Tribunal.

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

Place: _____
Date: _____