

Office Memorandum

Subject: Filling up existing vacancies and anticipated vacancies (upto 31.12.2018) of the post of Recovery Officer on deputation basis in 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 Recovery Officer in level 11 (Rs. 67700-208700) of the pay matrix on deputation basis in various 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 7th September 2018.



(Sanjay Kumar)
Deputy Secretary to the Government of India
Tel. No. - 23364063

*CPC to
upload on
the official
website*

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, Ministry of Finance, Department of Expenditure, 8th Floor, Lok Nayak Bhawan Khan Market, New Delhi.
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of 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.

31/7/18

Recovery Officer total vacancies:- 36

Existing:- 16 vacancies in DRTs at, Aurangabad (2 vacancies), Bengaluru (1 vacancy), Chandigarh (2 vacancies), Chennai (1 vacancy), Ernakulam (2 vacancies), Guwahati (1 vacancy), Hyderabad (2 vacancies), Kolkata (2 vacancies), Madurai (1 vacancy), Mumbai (1 vacancy) and Nagpur (1 vacancy).

Anticipated:- 20 vacancies in DRTs at Ahmedabad (1 vacancy), Bangalore (1 vacancy), Chennai (2 vacancies), Coimbatore (1 vacancy), Deharadun (1 vacancy), Ernakulam (2 vacancies), Kolkata (3 vacancies), Lucknow (2 vacancies), Mumbai (3 vacancies), Patna (1 vacancy), Pune (1 vacancy), Ranchi (1 vacancy) and Visakhapatnam (1 vacancy).

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 7th September, 2018**.

3. No applicant will be permitted to withdraw his/her application after selection. Doing so will attract one year debarment of such candidates for deputation in 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 attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for five years i.e. from 2012-13 to 2016-17. If the report for 2017-18 is available, it may be provided. 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 2012-13 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s). If no report is available for a financial year, a report for the year/s prior to 2012-13 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, while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

6. The terms and condition for deputation to these posts (Annexure I) and the application form (Annexure-II) are attached and 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 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 7th September, 2018.

10. 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.



(Sanjay Kumar)

Deputy Secretary to the Government of India
Department of Financial Services
Ministry of Finance
3rd Floor, Jeevan Deep Building
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Ph. 011-23364063

Terms and conditions of deputation for the post of Recovery Officer in DRTs:

1. Eligibility Conditions
 - (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.
2. Desirable qualifications

Degree in law or having legal experience.
3. 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.
4. The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing last date of receipt of application.

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) 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 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 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 2012-13 to 2016-17 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)]. If no report is available for a financial year, a report for the year/s prior to 2012-13 is to be provided. If the report for 2017-18 is available, it may 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 Debts Recovery Tribunal.

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

Place: _____

Date: _____