

F No. 21/1/2017-CS-I (P)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS -I (APAR))

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhgawan,  
Khan Market, New Delhi

Dated 23<sup>rd</sup> January, 2017

Subject: Filling up vacancies of  
Registrar/ Secretary and Recovery  
Officer in the Debt Recovery Appellate  
Tribunals (DRATs)/Debts Recovery Tribunals  
(DRTs) on on deputation basis.

A vacancy circular received in this  
Department from Department of Financial Service  
Jeevan Deep Building, 10, Sansad Marg, New Delhi  
vide F. No. 8/24/2016-DRT dated 5th Jan. 2017  
received on the above mentioned is circulated for  
information of all CSS officers.

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.

(Chandra Shekhar)  
Under Secretary to the Govt. of India

To

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



**1. Details of vacancies**

The details of 47 existing and anticipated vacancies up to 30.06.2017 are as under:-

**Registrar – 21 vacancies**

**Existing:- 18 vacancies** in DRTs at Ahmedabad, Aurangabad, Chandigarh (3 Nos.), Cuttack, Dehradun, Delhi, Guwahati, Hyderabad, Jabalpur, Kolkata (2 Nos.), Mumbai (3 Nos.), Patna and DRAT, Allahabad.

**Anticipated:- 03 vacancies** in DRT at Kolkata, and DRAT, Kolkata and DRAT, Mumbai.

**Recovery Officer: - 18 vacancies**

**Existing:- 09 vacancies** in DRTs at Ahmedabad, Aurangabad, Chandigarh (2 Nos.), Coimbatore, Jaipur, Pune and Siliguri (2 Nos.).

**Anticipated:- 09 vacancies** in DRTs at Aurangabad, Chandigarh (2 Nos.) Delhi, Guwahati, Hyderabad, Nagpur, Patna, Ranchi.

**Assistant Registrar total vacancies: - 08**

**Existing:- 03 vacancies** in DRTs at Ahmedabad (2 Nos.) and Guwahati.

**Anticipated:- 05 vacancies** in DRTs at Bangalore, Delhi, Jaipur and Kolkata and Siliguri.

The number of vacancies is subject to change without any notice.

**2. Eligibility**

**REGISTRAR/SECRETARY: Pay scale - PB-3 Rs.15600-39100 + Grade Pay of 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.



Receipt No : 1221643/2017/CS- I S

**Desirable qualification:**

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

**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.

**RECOVERY OFFICER : Pay scale - PB-3 Rs.15600-39100 + Grade Pay of 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.

**Desirable qualification:**

Preference will be given to persons having legal experience or experience in recovery matters

**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.

**ASSISTANT REGISTRAR : Pay scale - PB-3 Rs.15600-39100 + Grade Pay of Rs. 6600 (pre-revised)**

- i). Officers of the Central Government or State Government or Union territory Administration or State Judicial Service:

Receipt No : 1221643/2017/CS- I S

- (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.

**Desirable qualification:**

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

**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.**

**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.

5. The selected Departmental candidates will be appointed on promotion and outsiders will be appointed on deputation basis for a period of three years, which may be curtailed or extended 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.

6. A separate application is to be submitted for each post by the candidates who apply for more than one post.

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

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.

Receipt No : 1221643/2017/CS- I S

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----- 2017.		_____ 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								



Receipt No : 1221643/2017/CS- I S

	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. 2015-16, 2014-15, 2013-14, 2012-13, 2011-12 ..... 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 2009-10 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: \_\_\_\_\_