

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 3rd May, 2018
4m

OFFICE MEMORANDUM

Subject:- Filling up of posts in various Ministry/Department on deputation/ engagement basis.

The undersigned is directed to circulate herewith under mention three vacancy circulars received from various Ministries/Departments along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Ministry of External Affairs	Deputy Passport Officer, Assistant Passport Officer,
2.	Ministry of Textiles	Director
3.	Ministry of Finance	Section Officer, Recovery Inspector, Stenographer Grade "C" , Stenographer Grade II

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)

Under Secretary to the Government of India
Tel : 24642705

To

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

No. V.IV/575/14/2018
Government of India
Ministry of External Affairs
CPV Division

Patiala House Annexe,
Tilak Marg, New Delhi-110001,
Dated: 16.04.2018

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Office at stations indicated below from amongst officers under the Central Government including officers of All India Services / Central Secretariat Services in the Ministries / Departments of the Government of India, on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer	8 (Eight): 1 Post –Passport Office, Bhubaneswar 1 Post –Passport Office, Bhopal 1 Post –Passport Office, Chandigarh 1 Post –Passport Office, Chennai 1 Post –Passport Office, Hyderabad 1 Post –Passport Office, Jalandhar 1 Post –Passport Office, Patna 1 Post –Passport Office, Tiruchirappalli	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (Pre-revised)	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts 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 posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.
Assistant Passport Officer (APO)	2 (Two): 1 Post – Passport Office, Bangalore 1 Post – Passport Office, Dehradun	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs.5,400/- (Pre-revised)	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs.9300-34,800 and Grade Pay of Rs. 4800 (Pre-revised) or equivalent in the parent cadre or Department; or (iii) with three years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9300-34800 and Grade Pay of Rs. 4600 (Pre-revised) or equivalent in the parent cadre or Department; and (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian

			Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.
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Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

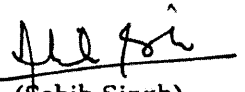
Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

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

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2 The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. **The DPO/APO can be posted any of the PSK/PSLK/POPSK falling under the jurisdiction of respective Passport Office.**

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by **15th May, 2018.**


(Sahib Singh)

Deputy Passport Officer (PVE, PVA & Cadre)

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- **with the request to upload this circular on the MEA's website.**
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -**with the request to upload this circular on the Passport Seva website**
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

**ANNEXURE – A
CURRICULAM VITAE PROFORMA**

**Affix
Passport Size
Photograph**

1. Name (in Block letters)
 Designation (Batch)
2. Applied for the post of
- (i) Place (Name of Station/s in order) (1).....
 (2).....
 (3).....
3. Date of Birth (in Christian era)
- (i) Age as on 15.05.2018
 [closing date of circular]
4. Date of retirement under Central/
 State Government Rules
5. Educational Qualifications
6. Whether belongs to SC/ST
- 7 (a). Educational qualifications and experienced possessed

**Qualification/
Experience possessed
by the officers**

- Essential (1)
 (2)
 (3)
- Desired (1)

(b). Language Known (Mother Tongue):-

Contd.....2

8. Details of service, in chronological order.
 Enclose a separate sheet, duly authenticated
 by your signature, if the space is insufficient ...

Office/ Institution	Post held	From	To	Grade Pay/ Level	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. Contact details:

(A) Present Add:-

.....

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

(B) Office Add(with office name):-

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

10. In case the present post is held
 on deputation / contract basis, please state

(a) Name of Office / Organization
 and address (with Tel. No.)

.....

.....

.....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization
 to which you belong

.....

Contd....3

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....

.....

.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....

(Signature of Head of Office / Cadre Controlling with Seal)

No.A-11025/3/2017-DCHL/Estt.II
GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

Udyog Bhawan, New Delhi
Dated the 5th April 2018

VACANCY CIRCULAR

Subject: Filling up of one post of Director (Institute) on deputation (including short-term contract) – reg.

Applications are invited from eligible officers of the Central / State Governments / Union territories/ Public Sector Undertakings / recognised Research Institutions or Semi-Government or Autonomous Bodies or Statutory Organizations having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Director (Institute) in Indian Institutes of Handloom Technology - Subordinate offices under the organization of Office of the Development Commissioner for Handlooms, Ministry of Textiles on deputation (including short-term contract) basis.

2. **The applications (in duplicate)** and attested copies of CR/APAR (attested on each page) for the last five years of the eligible and willing officers who can be spared immediately in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years may be forwarded to the undersigned through proper channel in the prescribed proforma. **No action will be taken on advance copies of applications or applications not received through proper channel alongwith necessary clearance/certificates.**

3. While forwarding the applications, it may be verified and certified by the forwarding authority that the particulars furnished by the Officer are correct. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

4. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

5. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and O.M. No. 2/6/20-56. 16-Estt.(Pay-II) dated 17.02.2016 as amended from time to time and as per the provisions in the existing Recruitment Rules of the post.

6. The last date for receipt of applications will be 60 days from the date of publication of the Circular in 'Employment News'. Applications received after the last date would not be considered.

(Anil Raj Kumar)

Addl. Development Commissioner (Handlooms)

To

1. All Ministries/Departments under Govt. of India.

20/4/18
SO
Sh. Karan

2. The Secretary, Union Public Service Commission (Appts. Unit-I), Dholpur House, Shahjahan Road, New Delhi.
3. The Chief Secretary/ Administrator of all State & Union Union Territory Govt. for circulation to all Departments under their control.
4. The Campaign Officer, Directorate of Advertising & Visual Publicity (DAVP), M/o I&B, Phase-IV, Sookna Bhawan, CGO Complex, Lodhi Road, New Delhi with a request to publish the Circular in its next edition in Employment News and raise necessary bill to this office for arranging payment at the earliest. In case the payment is to be made in advance, the estimated expenditure involved in it may please be indicated so as to arrange payment to DAVP.
5. DoP&T, CS Division, Lok Nayak Bhavan, Khan Market, New Delhi for circulation and necessary action.
6. O/o the Textile Commissioner, M/o Textiles, Mumbai.
7. All WSCs and IIHTs.
8. NIC Cell, O/o the DC(Handlooms), New Delhi with a request to upload the Circular on the website of this office.



(Anil Raj Kumar)

Addl. Development Commissioner (Handlooms)

Details of the post and pay scale	No. of vacancy	Place of vacancy	Eligibility criteria
<p>Director (Institute) Level-12 (Rs.78800-209200) in the pay matrix. A General Central Service, Group 'A' Gazetted, Non-Ministerial</p>	<p>01 (anticipated w.e.f. 01.07.2018)</p>	<p>Anticipated place of vacancy is Fulia, West Bengal. However, the place of vacancy may actually vary at the time of filling of the vacancy and the officer selected on deputation (ISTC) is liable to be posted at any of the six Institutes within India.</p>	<p>Deputation(including short-term contract): Officers under the Central or State Government or Union territories or Public Sector Undertaking or Universities or recognised research Institutions or Semi-Government or autonomous or statutory organizations :-</p> <p>(A) (i) holding analogous posts 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 posts in Level-11 in the Pay Matrix or equivalent in the parent cadre or Department and;</p> <p>(B) possessing the following educational qualifications and experience:-</p> <p>(i) Bachelor of Engineering or Bachelor of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textile Engineering from recognised University or Institute and;</p> <p>(ii) nine years experience in industry or academics or research in textile related field.</p> <p>Desirable qualifications :</p> <p>(i) Masters of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textiles or Masters in Business Administration or Masters in Public Administration from recognised university or institute; or</p> <p>(ii) two years experience in the administration of an educational Institution.</p>

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/ absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central / State Government Rules	
4. Education Qualifications	
5. Whether Educational and other qualifications 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
Essential	Essential
A) Qualification Bachelor of Engineering or Bachelor of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textile Engineering from recognised University or Institute.	A) Qualification
B) Experience Nine years experience in industry or academics or research in textile related field.	B) Experience
Desirable	Desirable
A) Qualifications Masters of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textiles or Masters in Business Administration or Masters in Public Administration from recognised university or institute.	A) Qualifications
B) Experience Two years experience in the administration of an educational Institution.	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subject and subsidiary subject 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	
6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separated sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Scale of the post held on regular basis	Nature of Duties (in details) 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. Ad-hoc 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/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 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/organization but still maintain a lien in his parent cadre/organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. 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 Organization 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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed:-		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowance etc. (with break-up details)	Total Emoluments
16.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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16. B Achievements: The candidate 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 organization (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC) Absorption/ Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the 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 martial fact having a bearing on my selection has been suppressed/ withheld.

Date _____

(Signature of the candidate
Address _____

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 CR Dossier in original is enclosed/ photocopies of the ACRs 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)

Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal - I, Kolkata
Jeevan Sudha Building (9TH Floor)
42C, J.L. Nehru Road
Kolkata – 700 071

F.No.09/01/2006/DRT-I/KOL/Publication/184-191

2nd April, 2018

The
Under Secretary (DRT)
Ministry of Finance
Department of Financial Services
Jeevan Deep Building (3rd Floor)
10, Parliament Street
New Delhi – 110 001

Subject : "Vacancy Circular" of Debts Recovery Tribunal-I Kolkata – reg.

Sir,

I am directed to enclose a "Vacancy Circular" for filling up of various posts on deputation/contract in the Tribunal.

2. It is requested that necessary action may kindly be taken for uploading the enclosed vacancy circular in the website of the Department of Financial Services and DRT website.

Encl: as above

Yours faithfully,

Sanjoy Mitra
(Sanjoy Mitra)

Secretary/Registrar
telefax :22885561

email: drt1kolkata-dfs@nic.in

Copy (with the request for giving wide publicity to the vacancy circular) to :

- 1) The Registrar (Administration), Hon'ble High Court at Calcutta
- 2) The Under Secretary (CS-I), Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, Lodi Road, New Delhi-110 003 (with the request for uploading the vacancy circular in the website of DOP&T)
- 3) The Registrar, Debts Recovery Appellate Tribunal, 9 Old Post Office Street, Kolkata – 700 001
- 4) The Registrar-in-Charge, Debts Recovery Tribunal II, Kolkata
- 5) The Registrar-in-Charge, Debts Recovery Tribunal III, Kolkata
- 6) The Secretary, Central Government Employees' Welfare Coordination Committee, Kolkata, Aayakar Bhawan, 2nd Floor, Room No. 2/38, P-7 Chowringhee Square, Kolkata-700 069
- 7) Notice Board

Copy through electronic mail to : The Registrar, DRATs/DRT at other cities

10/04/18
Sh. Kanter

09/01/2006/DRT-1/Kol/Publication
Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal 1 Kolkata

Jeevan Sudha Building (9th Floor),
42C, J. L. Nehru Road, Kolkata-700 071
2nd April, 2018

VACANCY CIRCULAR

Applications are invited from eligible candidates of the Central Government/State Governments/Courts/Tribunals for filling up of the following vacant posts in the Debts Recovery Tribunal-I, Kolkata (a quasi-judicial body set up under the provisions of the Recovery of Debts Due to Bank & Financial Institution Act, 1993) for appointment on deputation. Applications are also invited from the Stenographers retired from the Central/State Government/High Court/District Court for appointment on contract against the vacant posts of Stenographers:

Sl. No	Post & Pay	No. of vacancy	Eligibility Criteria for the Post
1	Section Officer (General Central Service: Group B Gazetted, Non- Ministerial) Pay Band Rs.9300-34800/- +Grade Pay Rs 4600/- (level 7 in pay matrix) (Period of deputation is 2 years and extendable)	01	i)Officers of Central Government or State Governments or in Courts/Tribunals holding analogous posts on regular basis and having a degree from a recognised University or ii) with eight years' regular service in the Pay Band of Rs.9300-34800/- +Grade Pay Rs 4200/- (level 6 in pay matrix) or equivalent and having a degree from a recognised University Desirable: Preference will be given to those who have the experience of working in Courts/Tribunals
2	Recovery Inspector (General Central Service: Group B Non-Gazetted, Non- Ministerial) Pay Band Rs.9300-34800/- + Grade Pay Rs 4200/- (level 6 in pay matrix) (Period of deputation is 1 year and extendable)	02	i)Officers holding analogous posts in Central Government/ State Governments or in Courts/Tribunals and having a degree from a recognised University or ii)Court Masters with eight years' regular service in the Pay Band of Rs. 5200-20200/- + Grade Pay Rs. 2400/- (level 4 in pay matrix) or equivalent
3	Stenographer Grade "C" (General Central Service: Group B Non-Gazetted, Non- Ministerial) Pay Band Rs.9300-34800/- + Grade Pay 4200/- (level 6 in pay matrix) (Period of deputation is 3 years and extendable)	01	i)Officers in the Central Government/ State Governments or in Courts/Tribunals holding analogous posts on regular basis or ii)Stenographers Grade "D" with eight years' regular service in the Pay Band of Rs.5200-20200/- + Grade Pay Rs.2400/- (level 4 in pay matrix) or equivalent. Applications are also invited for appointment on contract for an initial term of one year from the Stenographers retired from Central/State Government/High Court/District Court for a monthly remuneration of Rs 30000/- in the first year (extendable upto three years with 5% increase in

			remuneration from 2 nd year onwards)
4	Stenographer Grade II (earlier called Grade "D") Vide Notification No G.S.R. 1081(E) dated 29.8.2017 appointment to the post is to be made only through direct recruitment	01	Applications are invited only for appointment on contract for an initial term of one year from the Stenographers retired from Central/State Government/High Court/District Court for a monthly remuneration of Rs 30000/- in the first year (extendable upto three years with 5% increase in remuneration from 2 nd year onwards)

2. The closing date of receipt of applications from the retired Stenographers is six (6) months from the date of publication of the vacancy circular in the Employment News. The retired Stenographers who had applied against the vacancy circular dated 14.11.2017 need not apply again.

3. Separate applications are required to be submitted if an applicant applies for more than one post. For all the above posts, the period of deputation including the period of deputation in other ex-cadre post held immediately preceding the appointment in the same or some other organization or Department of Central Government should ordinarily not exceed three years. The maximum age limit for deputation shall be 56 years as on the closing date of receipt of application. The candidate must fulfil a 'cooling off' period of 3 years (on the date of application) from the date of his return from previous deputation/ex-cadre post.

4. The pay and other terms & conditions of deputation of the selected candidates will be governed by the DOPT&T's OM No.6/8/209-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. Applications for deputation of the eligible candidates may be forwarded alongwith the following documents so as to reach the addressee as mentioned below within thirty (30) days from the date of publication of the vacancy circular in the Employment News:

The

Secretary/ Registrar

Debt Recovery Tribunal 1 Kolkata,

Jeevan Sudha Building (9th Floor)

42C, Jawaharlal Nehru Road,

Kolkata-700071

(in addition to postal communication, the applications as forwarded by the competent authority may be electronically mailed to: drt1kolkata-dfs@nic.in)

i) Filled-in Annexure-A by the Applicant;

ii) Copies of Annual Confidential Reports (ACRs)/ Annual Performance Appraisal Reports (APARs) for the last five years (i.e. from 2012-13 to 2016-2017) attested on each page by an officer not below the rank of Under Secretary;

iii) Filled-in Annexure-B by the Employer/Head of the Office;

6. For all the above mentioned posts, working experience on computer and internet is desirable.

2/5

7. Incomplete applications or those received without requisite documents or received after the last date or not received through proper channel will not be entertained and no correspondence will be entertained in this regard.

(Sanjoy Mitra)
Secretary/Registrar
telefax: 03322885561
emailid:drt1kolkatads@nic.in

Annexure A

Application for the post of.....

1	Name : (in Block Letters)	Affix Recent Passport Size Photograph		
2.	Postal Address (in Block Letters)			
	Email id:			
	Cell Phone :			
	Office Phone:			
3	Date of Birth (in Christian era):			
	Age as on closing date of receipt of application:	Years	Months	Days
4	Date of retirement under Central/State Government rules:			
5	Name of the Parent Organisation of the applicant: Postal address of Parent Organisation and telephone/fax number :			
6	Nature of present employment, i.e. adhoc or temporary or quasi permanent or permanent:			
	If permanent then the date of appointment in present grade on regular basis/adhoc basis (if applicable):			
7	Additional details about present employment :- Please state whether you are working under (indicate the name of your employer against the relevant column)			
	(a) Central Government			
	(b) State Government			
	(c) Autonomous Organisation			
	(d) Government Undertaking			
	(e) Universities			
	(f) Others			
8	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 Organisation to which you belong:					
9	Present Pay :					
10	Date of return from last ex-cadre post, if any :					
11	Educational Qualifications :					
12	Whether educational and other qualifications satisfy the requirements of the post; If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same :					
		Qualification/Experience required			Qualification/Experience possessed	
	Essential					
	Desired					
13	Please state clearly as to whether in the light of the entries made by you above, you fulfil the eligibility conditions for the post :					
14	Details of employment, in chronological order,(enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient) :					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay/ Pay Band and Grade Pay	Nature of duties (in details)
15	Please state as to whether you are working in the same Department and are in the feeder grade or feeder grade to feeder grade :					
16	Whether belongs to SC/ST/OBC/PH :					
17	Brief of duties handled :					
18	Whether you have working experience on computer and internet. Additional information, if any, which you would like to mention in support of your suitability for the post :					

Declaration by the applicant:

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

Signature of the Candidate

Address:

Contact No & email id:-

Date:-

Office of the.....

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Annexure B

To be filled in by the Employer/Head of Office/Forwarding Authority

1. Certified that the particulars furnished above by the applicant are correct as per records available in this Department/Office of.....
2. It is also certified that Shri/Smt.. 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..... is beyond doubt.
4. A statement of major/minor penalty imposed, if any, imposed on the applicant during the last ten (10) years; otherwise please write "nil information" .
5. The attested copies of the ACRs/APARs from 2012-13 2013-14, 2014-15, 2015-16 and 2016-2017 are enclosed along with NRC for the period(s)..... {(if ACR/APAR for a period more than 3 months is not recorded than ACRs/APARs prior to 2012-13 for the matching period needs to be forwarded along with No Report Certificate (NRC)}.
6. It is hereby certified further than this Department/Office shall have no objection to the relieving of the said officer immediately in case the Officer is selected for the post of..... in the Debts Recovery Tribunal 1 Kolkata.

Place:

Date:

(Name, Signature & Telephone of Official with Official Stamp)

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