

F.No. 4/4/2022/DRT-3/Delhi/Engagement RE/Delhi
Government of India/Ministry of Finance
Debts Recovery Tribunal-III, Delhi
4th Floor, Jeevan Tara Building
Parliament Street, New Delhi – 110001

Dated: 27.10.2022

Circular

Subject: - Engagement of Retired Central Government /State Government officials (1 Steno Grade-I, 1 Steno Grade-II and 1 Assistant) on contract basis in the Debts Recovery Tribunal-3, Delhi, Ministry of Finance, Department of Financial Services-regarding.

Debts Recovery Tribunal-3, Delhi is a quasi judicial body set up by Ministry of Finance, Department of Financial Services for speedy recovery of debts due to banks and financial institutions invites applications from the retired Central Government/State Government/High Courts/District Courts/Tribunals officials from the grade of Steno Grade-I, Steno Grade-II and Assistant for preparation of panel for engagement as Consultant at Steno Grade-I in Level VI, Steno Grade-II in Level IV and Assistant in Level VI initially for a period of 12 months from the date of engagement. The eligibility criteria for the posts will be as follows:-

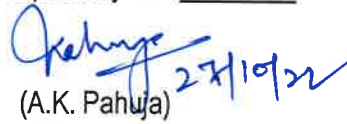
1. Must be a Central Government/State Government/High Courts/District Court/Tribunal pensioner drawing pension as per 7th CPC and holding the post of Steno Grade-I in Level VI, Steno Grade-II in Level IV and Assistant Level IV prior to retirement on regular basis.
2. Must have not exceeded the age of 62 years on the closing date of the receipt of the applications.
3. Should be well acquainted with judicial terminology and having stenography work (for Steno Grade-I and Steno Grade-II) and good knowledge of working on computer (MS Office/internet/excel etc) and in case of Assistant also should be well acquainted in Administration/Establishment and Accounts on computer.
4. In case of Steno Grade-I and Steno Grade-II must be capable of taking dictation in shorthand and its transcription on computer assisting in drafting as per directions of the Officer and assisting the Officer in such a manner as he/she may direct.
5. The engagement of the retired Government officer on contract basis shall be regulated as per the guidelines of Department of Expenditure's O.M.No.3-25/2020 E-IIIA dated 09.12.2020. The broad terms and conditions of engagement will be as under:

| | | |
|---------------------|---|---|
| Remuneration | : | Amount equal to last pay drawn (-) basic pension on monthly basis. |
| Transport Allowance | : | Amount equal to the amount admissible at the time of retirement excluding DA. |
| Leave | : | Paid leave of absence @1.5 days for each Completed month of service. Accumulation of leave beyond the Calendar year shall not be allowed. |
| HRA | : | No HRA shall be paid. |
| DA | : | No DA shall be paid. |
| Increment | : | No increment shall be granted. |

Agreement/
undertaking

Retired Govt. official on contract basis Stenographer shall sign an agreement/undertaking of confidentiality with the Govt. of India containing a clause of ethics and integrity.

6. The Headquarter will be at Delhi.
7. Debts Recovery Tribunal is a Quasi Judicial Authority enacted for recovery of debts due to banks and Financial Institution. The Steno Grade-I and Steno Grade-II will be posted with the Hon'ble Presiding Officer and he/she will have to work independently as per the directions on day today basis.
8. The working hours of the Tribunal is 6 working days in a week except 2nd Saturday and 4th Saturday normally 10.00 a.m. to 6.00 p.m. including half an hour lunch break in between. However, in exigencies of work they may be required to sit late.
9. Stenographers and Assistants who have been retired from the Courts/Tribunals/Judicial Authorities who have experience of working especially in Courts/Tribunals may be given preference.
10. Notwithstanding provisions of above the Debts Recovery Tribunal-3, Delhi reserves the right to terminate the services at any time without assigning any reasons whatsoever. However, if the incumbent is not willing to work for whatsoever reasons may be, he/she will have to give a minimum one month's prior notice to the office. The decision of the Head of Department shall be the final in all respects.
11. The DRT-3, Delhi will shortlist the applications based on details furnished in the prescribed format (Annexure) for preparing a panel suitable applicants for engaging on contract basis as per the requirement. DRT-3, Delhi also reserves right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection shall be final and binding upon the applicants.
12. The retired Central Government/State Government/High Courts/District Court/Tribunal officials who fulfill the eligibility criteria as mentioned in Para 1 above and are willing to work on contract basis on the terms and conditions mentioned in para 2 to 12 above, may submit their application in the prescribed proforma alongwith attested copies of PPO, Last Pay Certificate, Aadhar Card, PAN Card etc. so as to reach latest by **30.11.2022** for consideration to the Registrar, Debts Recovery Tribunal-3, Delhi, Deptt. Of Financial Services, Ministry of Finance, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001.
13. A soft copy of the application should also be e-mailed separately at **drt3delhi-
dfs@nic.in**.


(A.K. Pahuja)

Registrar

DRT-III, Delhi

Tel: 011-23748469

To

1. All Hon'ble High Courts/District Courts/Tribunals with a request for wide publicity.
2. The Under Secretary (DRT), Govt of India, Jeevan Deep Building, New Delhi with a request to upload this vacancy circular in NIC portal for wide publicity to all concerned Ministries/Departments for information.
3. All the DRATs and DRTs for information.

DEBTS RECOVERY TRIBUNAL-III, DELHI**Application for engagement of Retired Government Official for the post of
Steno Grade-I, Steno Grade-II and Assistant on Contract Basis**

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|-------|--|---|---|
| 1. | Name of the applicant | | Self attested photograph |
| 2. | Full address of the applicant (Copy of aadhar card to be attached) | | |
| 3. | E-mail & Mob. No. of the applicant | | |
| 4. | Date of superannuation | | |
| 5. | Age as on the closing date of receipt of application | | |
| 6. | Name & Full address with e-mail of the Govt. office last served | | |
| 7. | Designation and post held at the time of retirement | | |
| 8. | Pay scale (as per 7 th CPC) of the post held at the time of retirement on regular basis | | |
| 9. | Last pay drawn & basic pension (as per 7 th CPC) (Copy of PPO to be enclosed) | | |
| 10. | Educational Qualification | | |
| 11. | Whether any minor penalty/major penalty was imposed during the last 10 years of Govt. Service and if so, the details thereof | | |
| 12. | ACR/APAR grading (Good/V.Good/Outstanding) year wise during last 05 years before retirement (copy ACT/APAR to be enclosed) | | |
| 13. | Work experience during last 10 years before retirement | | |
| S No | Period of work & post held | Name and address of the office where served | Details of work performed during the period |
| (i) | | | |
| (ii) | | | |
| (iii) | | | |
| (iv) | | | |
| (v) | | | |
| (vi) | | | |
| (vii) | | | |
| 14. | Certified that the information furnished above are true to the best of my knowledge and belief. | | |

Signature of Applicant with Date