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F No. 01/11/DRT-1/Kol/2026/Ret. Emp. / 975
Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal No-1, Kolkata
***

Jeevan Sudha Building, (9th floor)
42 C, J. L. Nehru Road
Kolkata-700071
Dated: 5th August. 2026

Circular

Subject: Engagement of Retired Central Government/State Government/High Courts/District Courts officials (one Stenographer Grade-I) on contract basis in Debts Recovery Tribunal-1, Kolkata- regarding.

Debts Recovery Tribunal-1, Kolkata is a quasi Judicial body set up by the 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 officials for preparation of panel for engagement as Consultant for the post of Stenographer Grade-I in Level-VI (01 vacancy) initially for a period of 12 (twelve) months from the date of engagement. The eligibility criteria for the posts will be as follows: -

(i) Must be a retired Central Government/State Government/High Court/District Court officials drawing pension as per 7th CPC and holding the post of Stenographer Grade –I in Level –VI or above (for the vacancy of Stenographer Grade-I) prior to retirement on regular basis.

(ii) Must have not exceeded the age of 62 years on the closing date of the receipt of the applications.

(iii) Should be well acquainted with judicial terminology and having expertise in stenography work and good knowledge of working on computer for Stenographer Grade –I.

(iv) Stenographer Grade –I 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. Proficiency test will be taken from the candidates by the Selection Committee.

(v) The engagement of the retired Government Employees on contract basis shall be regulated as per the guidelines of Department of Expenditure's O.M. No. 3-25/2020 E-III A dated 09.12.2020. The broad terms and conditions of engagement will be as under:

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Remuneration:	Amount equal to last pay drawn minus 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 Government Officials on contract basis shall sign an Agreement/Undertaking of confidentiality with Government of India containing a clause of ethics and integrity.

(vi) The Headquarter will at Kolkata.

(vii) Details to be furnished the details whether any disciplinary proceeding has been initiated by the department during the service period.

(viii) The working hours of the Tribunal is 6 working days in a week except 2nd Saturday and 4th Saturday normally 10.00 am to 06.00 PM including half an hour lunch break in between. However, in exigencies of work they may be required to sit late.

(ix) Stenographers who have been retired from the Courts/Tribunals Judicial Authorities and having experience of work especially in Courts/Tribunals may be given preference.

(x) Notwithstanding provisions of above the Debts Recovery Tribunal-1, Kolkata 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 months' notice to the office. The decision of the Head of Department shall be the final in all respect.

(xi) The DRT-1, Kolkata will shortlist the applications based on details furnished in the prescribed format for preparing a panel of suitable applicants for engaging on contract basis as per the requirement. For Stenographer Grade –I, DRT-1, Kolkata reserves right to conduct a screening test including a proficiency test in shorthand/typing as criterion for final selection and that shall be final and binding upon the applicants.

(xii) The retired Government employees of Central Government/State Government/High Courts/District Courts who fulfill the eligibility criteria as mentioned above and are willing to work on contract basis on the terms and conditions mentioned above, may submit their application in the prescribed proforma (Annexure) alongwith attested copies of PPO. Last pay Certificate, Aadhar Card, PAN card etc. so as to reach **latest by 21st August, 2026** for consideration to the Registrar, Debts Recovery Tribunal-1, Kolkata, Department of Financial Services, Ministry of Finance, 9th Floor, Jeevan Sudha Building, 42C, Jahawar Lal Nehru Road, Kolkata-700 071.

(xii) A soft copy of the application should also be e-mailed separately at drt1kolkata-dfs@nic.in.

5/8/2026

(Digambara Behera)
Registrar
Debts Recovery Tribunal-1, Kolkata

Digambara Behera
Registrar
Debts Recovery Tribunal-1 Kolkata
Department of Financial Services
Ministry of Finance
Government of India

Copy to:

1. All Hon'ble High Courts/District Courts/Tribunals with a request for wide publicity.
2. The Under Secretary (DRT), Government 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. Ld. Registrar, Debts Recovery Appellate Tribunal, Kolkata – for information
4. Notice Board for information of all concerned.

Annexure

DEBTS REVOCERY TRIBUNAL-1, KOLKATA

Application for engagement of Retired Government Official for the post of Stenographer on Contract Basis

1	Name of the applicant		
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 retirement		
8	Pay Scale (as per 7th CPC) of the post held at the time of retirement on regular basis		
9	Last Pay drawn & basis pension (as per 7th CPC) (Copy of PPO to be enclosed)		
10	Educational Qualification		
11	ACR/APAR grading (Good/V. Good/ Outstanding) year wise during last 05 years before retirement (copy of ACR/APAR to be enclosed)		
Sl. No.	Period of work & post held	Name and address of the office were served	Details of work performed during the period
(i)			
(ii)			
(iii)			
(iv)			
12	Details to be furnished whether any disciplinary proceeding has been initiated by the department during the service period.		
13	Certified that the information furnished above are true to the best of my knowledge and belief.		

Signature of Applicant with date