



**DEBTS RECOVERY TRIBUNAL,
GOVERNMENT OF INDIA, MINISTRY OF FINANCE,
2ND FLOOR, B-BLOCK, CGO COMPLEX, SEMINARY HILLS,
NAGPUR-440 006.**

Phone Nos-0712-2510122 & 2510062 Email : drtnagpur-dfs@nic.in

F.No.DRT/NGP/ESTT/2024/637

Dated: 03/10/2024

VACANCY CIRCULAR

Debts Recovery Tribunal is a quasi-judicial Authority and established under the RBD Act, 1993 for expeditious adjudication and recovery of debts due to Banks and Financial institutions. DRT also act as adjudicating authority under the SARFAESI Act,2002.

Applications are invited for **Stenographer** from retired Central Govt./State Govt./High Courts/District Courts/Tribunals for filling one posts on contractual basis in DRT-Nagpur. The term of appointment shall not be extended beyond 65 years of age.

S.No.	Particulars	Remarks
01.	Remuneration	Amount equal to last pay drawn less basic pension on monthly basis, In case, retired official drawing pension of higher pay scale/pay level, the appointee will be restricted up to pay label -6.
02.	Transport Allowance	Amount equal to the amount admissible at the time of retirement excluding DA (restricted up to pay level-6).
03.	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.
04	Age	Maximum 64 yrs at the time of advertisement.
05	Stenography skill.	Candidate shall have to qualify the stenography test with the Speed-80 w.p.m (English)

For eligibility criterion etc please see the vacancy circular and advertisement on our website


(Aryan Kumar
Registrar I/c,
DRT, Nagpur

Last date for submission of application is 4th November, 2024.

**Registrar
Debts Recovery Tribunal
Nagpur**

All the Head of the Offices are requested to kindly give wide publicity in the matter.

Please see in detail

drt.gov.in/front/public_notice.php



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F.No.DRT/NGP/ESTT/2024/ **637**

Dated: **03/11/2024**

VACANCY CIRCULAR

Subject : **Engagement of Retired Government employees on contract basis against vacant post of Stenographer.**

Applications are invited for the post of **Stenographer** (Pay level- 6 or higher scale) from employees retired from Central Govt./State Govt./High Courts/District Courts/Tribunals for filling up of **one post** on contractual basis in DRT-Nagpur subject to submission of willingness that he/she is willing to work in the pay slab-6.

2) The selected candidate will be appointed purely on contract basis initially for a period of 12 months from the date of engagement or till the recruitment is made by the Authority whichever is earlier.

3. The term of appointment shall not be extended beyond the age of 65 years. He/She must have not exceeded the age of 64 years on the closing date of the receipt of the applications


4. The eligibility criteria and terms & conditions for the post will be as follows: -

- a). Must be well acquainted with taking dictation in shorthand and its transcription on the computer in the best possible manner, keeping a note of the movement of all incoming and outgoing papers, files etc, destroying by burning or shredding the stenographic record through shredding machine of the Hon,ble Presiding Officer as and when required, typing the same in the required format, attending phone calls and fixing the meetings and appointment for the Hon,ble Presiding officer.

The following standard have been prescribed for the posts in Shorthand and skill test for English Stenographer:

Speed	Duration	Transcription time
80 w.p.m	10 minutes	50 minutes

- b). The engagement of the retired Government employees on contract basis shall be


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regulated as per the guidelines contained in Government of India, Ministry of Finance, Department of Expenditure, New Delhi's Office Memorandum, F.No.3-25/2020-E.IIIA dated 9th December 2020 or as per the guidelines issued by the Competent Authority from time to time. The broad terms and conditions of engagement will be as under:-

S.No.	Particulars	Remarks
01.	Remuneration	Amount equal to last pay drawn less basic pension on monthly basis, In case, retired official drawing pension of higher pay scale/pay level, the appointee will be restricted up to pay label -6.
02.	Transport Allowance	Amount equal to the amount admissible at the time of retirement excluding DA (restricted up to pay level-6).
03.	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.
04.	HRA	No HRA shall be paid.
05.	DA	No DA shall be paid.
06.	Increment	No increment shall be granted.
07.	Undertaking	Retired Govt. Employee on selection on contract basis shall have to sign an undertaking of confidentiality with the Govt. of India containing a clause of ethics and integrity.

05. The Headquarter will be at Nagpur.
06. The working hours of the Tribunal are 6 working days in a week, except 2nd Saturday and 4th Saturday and holidays notified by the Central Government, normally from 10.00 AM to 6.00 PM. However, in exigencies of work, they may be required to sit late or work on holidays.
07. The engagement of the Retired Govt. Official and its continuance will be purely dependent on work performance. The employee will have to devote fully to the assigned role and any unethical/improper conduct or lack of devotion to duty will result in termination of engagement on immediate basis. The engagement shall not be considered as a case of re-employment or regular employment.
08. Notwithstanding the provisions stated above, the Debts Recovery Tribunal- Nagpur, reserve the right to terminate the services/contract at any time without assigning any reasons whatsoever. However, if the incumbent is not willing to work for whatsoever reason may be, he/she will have to give a minimum one-month prior notice to the Tribunal. The decision of the Tribunal shall be the final and binding in all respect.


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09. The DRT-Nagpur, will shortlist the applications based on details furnished in the prescribed format (format enclosed) for preparing a panel of suitable applicants for engaging on contract basis as per the requirement. DRT Nagpur reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
10. The applicants who fulfills the eligibility criteria and willing to work on contract basis on the terms and conditions mentioned above, may submit their application in the prescribed Performa along with self attested copies of PPO, Last Pay Certificate, Work Experience Certificate, Aadhar Card, PAN Card etc. so as to reach latest by **04.11.2024** for consideration to the following address:



Encl : As above.

Copy to :

01. Ld. Registrar, DRAT, Mumbai : for information.
02. All Head of Office of Central Governments/State Governments for information with request to give wide publicity.
03. All Hon'ble District Courts/Tribunals for information with request to give wide publicity.
04. The Notice Board, DRT, Nagpur
05. The website (drt.tribunals.gov.in)


(Aryan Kumar)
Registrar I/c,
DRT, Nagpur.
Registrar
Debts Recovery Tribunal
Nagpur

DEBTS RECOVERY TRIBUNAL-NAGPUR

APPLICATION FOR THE POST OF ASSISTANT IN DRT-NAGPUR.ON CONTRACT BASIS

Photograph

01	Name of Applicant	
02	Full address of the applicant (copy of Aadhar card to be attached)	
03	E-mail & mobile No. of the Applicant	
04	Date of Superannuation	
05	Age as on the closing date of receipt of application.	
06	Name & Full address with e-mail of the Govt. office last served	
07	Designation and post held at the time of retirement.	
08	Pay Scale (as 7 th CPC) of the post held at the time of retirement on regular basis	
09	Last Pay Drawn & basic pension (as per 7 th CPC) (Copy of PPO to be enclosed)	
10	Educational Qualification	

11	Proficiency in Computer		
12	Work experience during last 10 years before retirement		
Sl. No.	Period of Work & post held	Name and complete address of the office were served	Details of work performed during the period.
(i)			
(ii)			
(iii)			
(iv)			
(v)			

13. Additional information, if any, in support of the suitability for the post may be attached separately.

DECLARATION

I, hereby declare that all the statements made by me in the application are true, correct and complete to the best of my knowledge and belief. I further, declare that I was clear from vigilance angle at the time of retirement. I have read this document (**Exp. OM No. 3/25/2020-E-III A dated 09.12.2020**), and ready to accept the terms and conditions for the engagement of contract appointment. I hereby declared that I am willing to accept the salary pay level-6 of the post of Assistant.

Place.

Signature of the applicant with date