



No. DRT-3/CHD/Retd.Emp/2022-23/1116

Government of India

Ministry of Finance

Department of Financial Services

Debts Recovery Tribunal-III, Chandigarh

SCO: 33-34-35, Ground Floor, Sector 17-A, Chandigarh-160017

Telephone-0172-2970547 email-drt3.chd-dfs@gov.in

Dated : 16.02.2023

NOTICE

Subject : Engagement of Retired Central Government/State Government/High Court/District Court Officials for 02(two) Stenographers, 01(one) Assistant and 01 (One) Accounts Assistant on contract basis in the Debts Recovery Tribunal-III, Chandigarh

Debts Recovery Tribunal-III, Chandigarh, a Tribunal set up by the Government of India, 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 Court/District Courts officials for engagement of 02 (two) Stenographers, 01(one) Assistant and 01(one) Accounts Assistant on contractual basis for preparation of panel for engagement initially for a period of One Year from the date of engagement. The eligibility criteria and other terms and conditions for the posts mentioned above will be as under:

1. Must be a retired Central Government/State Government/High Court/District Court Official drawing pension as per 7th Central Pay Commission (CPC) and holding the analogous post up to the Level-7 prior to retirement on regular basis.

2. Must not have exceeded the age of 61 years on the closing date of receipt of the application and should be in good health for discharging his/her duties effectively.
3. For Stenographer, candidate must be well acquainted with the judicial terminology and having expertise and good skill and speed in English stenography work and good knowledge of working on computer (MS Office, Word, Excel, Internet, etc). Applicant must be capable of taking dictation in shorthand and its transcription on computer, assisting in drafting as per the directions of the Officer and assisting the Officer in such a manner as he/she may direct.

For Assistant and Accounts Assistant, the applicant must be well acquainted with Central Government rules and procedures relating to Administration, Establishment, Accounts, etc. and have good knowledge of working on computer (MS Office, Word, Excel, Internet, etc).

4. Stenographers who have retired from the Courts/Tribunals and are having experience of working especially in the Courts/Tribunals will be given preference.
5. The engagement shall be purely on contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance. The appointment shall not confer any right for regular appointment in this Tribunal.
6. The engagement of the Official 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 and as per the guidelines issued by the Competent Authority time to time. The broad terms and conditions of engagement will be as under:
 - (a) Remuneration: Fixed monthly remuneration shall be fixed arrived by deducting the basic pension from the pay drawn at the time of retirement. The fixed monthly amount of remuneration so fixed shall

- remain unchanged for the term of contract and there will be no annual increment or percentage increase.
- (b) Transport Allowance: An appropriate and fixed amount for purpose of commuting between the residence and place of work may be allowed not exceeding the rate applicable to the appointee at the time of retirement (excluding DA). The amount so fixed shall remain unchanged during the term of appointment.
 - (c) Leave: Paid leave of absence may be allowed @ 1.5 days for each completed month of service. Accumulation of leave beyond the calendar year shall not be allowed.
 - (d) No HRA shall be admissible
 - (e) No D.A. shall be paid.

7. The Headquarter will be at Chandigarh.

8. The working of the Tribunal is 6 working days in a week with holiday on 2nd Saturday and 4th Saturday. The working hours are normally 10.00 A.M. to 6.00 P.M. including half an hour lunch break. Any changes in the working days/hours/timings of the Tribunal as notified by the Competent Authority time to time shall be applicable to the engaged Official.

9. Notwithstanding provisions of above the Debts Recovery Tribunal-III, Chandigarh 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 the Department shall be the final and binding in all respects.

10. The Debts Recovery Tribunal-III, Chandigarh will shortlist the applications based on details furnished in the prescribed format (Annexure) for preparing a panel of suitable applicants for engaging on contract basis as per the requirement. Debts Recovery Tribunal-III, Chandigarh also reserves the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection and shall be final and binding upon the applicants.


11. The selected candidate on engagement would be required to sign a non-disclosure undertaking and an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

12. The retired Central Government/State Government/High Court/District Court officials who fulfill the eligibility criteria as mentioned in Para 1 to 4 above and are willing to work on contract basis on the above terms and conditions mentioned, may submit their application in the prescribed enclosed format along with attested copies of Pension Payment Order (PPO), Last Pay Certificate (LPC), Aadhar Card, PAN Card, Passport Size Photograph, etc. so as to reach this tribunal on or before **20.03.2023**. The applications be sent at the following address:

The Registrar,
Debts Recovery Tribunal-III,
SCO 33-34-35, Sector 17-A, Chandigarh-160017

A soft copy of the application should also be e-mailed separately at drt3.chd-dfs@gov.in

13. Applications received with incomplete information or received beyond the closing date will not be considered and summarily rejected without any further communication.


(RAM NIWAS SINGH)
REGISTRAR

Copy to,

1. The Registrar General, Hon'ble Punjab and Haryana High Court, Chandigarh with a request for wide publicity among retired/retiring staff.
2. The District & Sessions Court, Chandigarh/Mohali/Panchkula with a request for wide publicity among retired/retiring staff.
3. All Central Government/State Government Offices at Chandigarh with a request for wide publicity among retired/retiring staff.
4. The Under Secretary (DRT), Department of Financial Govt. of India, Jeevan Deep Building, New Delhi with request for wide publicity to all concerned Ministries/Departments.
5. All the DRATs and DRTs for information with a request to give wide publicity.
6. NIC Cell for uploading this notice on NIC portal

DEBTS RECOVERY TRIBUNAL-III, CHANDIGARH

Application for engagement of Retired Central Government/State Government/High Court/District Court Officials for the post of Stenographers, Assistant and Accounts Assistant on contract basis in the Debts Recovery Tribunal-III, Chandigarh.

1.	Name of the applicant (IN BLOCK LETTERS)		Self-attested photograph
2.	Full address of the applicant (copy of Aadhar card to be attached)		
3.	e-mail ID & Mobile Number of the applicant		
4.	Date of Birth		
5.	PAN Number		
6.	Date of Superannuation		
7.	Age as on the closing date of receipt of application		
8.	Name & full address with e-mail id of the Government office last served		
9.	Designation and post held at the time of retirement		
10.	Pay scale (as per 7 th CPC) of the post held at the time of retirement		

11.	Last pay drawn & basic pension, as per 7 th CPC (Copy of PPO to be enclosed)		
12.	Educational Qualification		
13.	Whether any minor penalty/major penalty was imposed during the last 10 years of Service and if so, the details thereof		
14.	ACR/APAR: Grading (Good, Very Good/ outstanding) year wise during last 05 years before retirement (copy ACT/APAR to be enclosed)		
15.	Work experience during last 10 years before retirement:		
Sl. 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)			

Certified that the information furnished above are true to the best of my knowledge and belief.

(Signature of applicant with Date)