F.NO.25/3/2017-CS-II(C)
Government Of India
Ministry of Personnel,Public Grievances & Pensions
(Department of Personnel & Training)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated: 13th, December, 2017

OFFICE MEMORANDUM

Subject:— Filling up of posts in various Ministry/Department on Deputation basis.

The undersigned is directed to circulate herewith under mentioned 2 vacancy circulars received from various Ministries/Departments/Organisations along with its enclosures for the information of all CSS/CSSS/CSCS officers.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Deptt./Ministry/Organisation</th>
<th>Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Union Public Service Commission</td>
<td>Vigilance Assistant</td>
</tr>
<tr>
<td>2</td>
<td>Debt Recovery Tribunal, Kolkata</td>
<td>Private Secretary, Assistant, Accounts Assistant, Steno Gr. 'C', Steno Gr. 'D', Court Master, Lower Division Clerk.</td>
</tr>
</tbody>
</table>

(Chirabrata Sarkar)
Under Secretary to the Government of India
Telephone No. 24623157

Encl: As above

To,

All Ministries/Department (through website of DoP&T)
विषय: - संघ लोक सेवा आयोग एवं विद्वान सेवा विभाग अन्तर्गत विभिन्न श्रेणियों में रिक्त पदों को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में -

संघ लोक सेवा आयोग एवं विद्वान सेवा विभाग के बेंकेसी सदस्यों के दिनांक 05/12/2017 एवं 22/11/2017 उपयुक्त विषय तथा डिओपीटी वैबसाइट पर प्रकाशन हेतु अनुरोध सहित प्राप्त हुये हैं। ये बेंकेसी सदस्यों सीएसएस से संबंधित न होकर सीएसएस से संबंधित है अतः आगामी उन्नित एवं आवश्यक कार्यवाही हेतु इस्तेमाल सेवा प्रभाग-2 के लिए भेजा जाता है।

मानक कार्यकालीन (पीटर)

मानवीय तिमाही (सूटी)
Fax: 011-23098552

MOST IMMEDIATE

F.No.A-35021/08/2017-Admn. II
सेवा लेख अध्याय
Union Public Service Commission
Dhoipur House, Shahjahan Road
New Delhi-110069
Dated: 05/12/2017

To

The Secretary to the Govt. of India,
Ministry of Personnel, P.G. & Pension,
Department of personnel and Training,
North Block, New Delhi.

(Kind attention: Ms. Rajul Bhatt, Director (CS.I), DoP&T)

Sub: Filling up the post of Vigilance Assistant (General Central Service, Group-'B' Non-Gazetted, Ministerial) in the Office of UPSC in the pre-revised pay scale of Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4200/- [Level-6 in the Pay Matrix as per 7th CPC] on Deputation (For Officers under Central Government) or Deputation/ Re-employment (For Armed Forces Personnel) basis. -reg.

Sir,

I am directed to refer this Office Vacancy Circular of even no. dated 05/12/2017 (copy enclosed) for filling up the post of Vigilance Assistant in this Office on Deputation (For Officers under Central Government) or Deputation/ Re-employment (For Armed Forces Personnel) basis and to request that the aforesaid Vacancy Circular may please be uploaded on the official website of DoP&T in “what is new” section under intimation to this Office.

Encl: As above

Yours faithfully,

(S. Padmanabha)
Under Secretary (Estt.)
Tel. No.-011-23389078
Applications are invited from Central Government Officers / Armed Forces Personnel to fill up one (01) post of Vigilance Assistant (General Central Service, Group ‘B’, Non-Gazetted, Ministerial) in pre-revised scale of Pay Band-2 with Grade Pay of Rs. 4200/- [Level-6 in the Pay Matrix as per 7th CPC] on Deputation (for Officers of Central Govt.) or Deputation / Re-employment (for Armed Forces Personnel) basis in the Office of UPSC. Eligibility conditions are as under:

Deputation: Officer under Central Government:
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with six years’ service in the grade rendered after appointment thereto on a regular basis in the pre-revised Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2800 [Level-5 in the Pay matrix as per 7th CPC] or equivalent; or
(iii) with ten years’ service in the grade rendered after appointment thereto on a regular basis in the pre-revised Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2400 [Level-4 in the Pay matrix as per 7th CPC] or equivalent; and
(b) (i) Possessing a degree in law from a recognised University or equivalent; or
(ii) Possessing two years’ experience of dealing with vigilance or disciplinary matters in respect of government employees and having completed successfully the Administrative Vigilance Training of the Institute of Secretariat Training and Management or a comparable training in any other recognised institution.

Deputation or re-employment (for Armed Forces personnel):
The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent, who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists shall also be considered.

2. The details like General conditions, Eligibility Criteria, Age limit, proforma of application form etc. are available on the website of UPSC i.e. http://www.upsc.gov.in/vacancy-circulars

3. Interested and eligible officials may send their applications in prescribed proforma alongwith copies of the APARs for the last five years duly attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India, cadre clearance and vigilance clearance through proper channel to the undersigned within 60 days from the date of advertisement of this vacancy in the Employment News / रोजगार समाचार.

(S. Padmanabha)
Under Secretary (Estt.)
Union Public Service Commission
Tel. No.011-23389078
संघ लोक सेवा आयोग

रिक्ति परिपत्र

संघ लोक सेवा आयोग कार्यालय में संशोधन-पुर्य 4200/- के ग्रेड वेतन सहित वेतन बैंड-2 [सातवें केंद्रीय वेतन आयोग के अनुसार वेतन मैट्रिक्स में स्तर-6] में प्रतिनिधित्वित (केन्द्र सरकार के अधिकारियों के लिए) अथवा प्रतिनिधित्वित / पुनर्नियोजन (सशस्त्र बल कार्यक्रम के लिए) के आधार पर सरकारी सहायक (सामान्य केंद्रीय सेवा, समृह खान, अराजकता, अनुसंधान) के एक (01) पद को भरने के लिए केंद्रीय सरकार के कर्मचारियों / सशस्त्र बल कार्यक्रमों से आवेदन आयोजित किए जाते हैं। पात्रता की शर्त प्रतिविरुद्ध नहीं हैं:

प्रतिनिधित्वित : केन्द्र सरकार के अधीन ऐसे अधिकारी:

(i) जो मूल कार्यालय विभाग में नियुक्त थे और पद खाते हुए है; या

(ii) जिन्होंने वेतन बैंड-1 (5200-20200/-) ग्रेड वेतन 2800/- के अनुसार वेतन मैट्रिक्स में स्तर-5 या समतुल्य में नियुक्त थे और नियुक्ति के पश्चात श्रेणी में 6 वर्ष सेवा की है; या

(iii) जिन्होंने वेतन बैंड-1 (5200-20200/-) ग्रेड वेतन 2400/- के अनुसार वेतन मैट्रिक्स में स्तर-4 या समतुल्य में नियुक्त थे और नियुक्ति के पश्चात श्रेणी में 10 वर्ष सेवा की है; और

प्रतिनिधित्वित या पुनर्नियोजन (सशस्त्र बल के कार्यक्रमों के लिए)

सरकार के लिए करियर कार्यालय अधिकारी या समतुल्य रेख के ऐसे कार्यक्रमों के संबंध में भी विचार किया जा रहा है जो एक वर्ष की अवधि के भीतर ऐसा नियुक्ति दी जा रहा है या रियर में सन्तुलित किया जा सकता है और जिनके पास प्रतिनिधित्वित व्यक्ति के लिए विश्वसनीय भावना और अनुमति के तहत ऐसे व्यक्तियों को उस तारीख के लिए प्रतिनिधित्वित के निबंधों में रखा जा रहा है।

2. इस पद के लिए विस्तृत विवरण जैसे सामान्य शर्तों, पात्रता मानदंड, आयु सीमा, आवेदन का प्रयत्न इलाहाबाद आयु की ओडोसाइट (http://www.upsc.gov.in/vacancy-circulars) पर उपलब्ध है।

3. इसके अतिरिक्त तथा पात्र अधिकारी अपने आवेदन पत्र निर्दिष्ट प्रपत्र में पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्टें की फोटो प्रति भारत सरकार के कम से कम अवर सचिव स्तर के अधिकारी द्वारा प्रलेखन पूर्व-अनुमति के साथ, संवर्ग नियमस्वरूप तथा सत्तागात्र अनापत्ति प्रमाणपत्र सहित उचित माध्यम से रोजगार समाचार में इस में रिक्ति के प्रकाशन की तारीख से 60 दिनों के अंतर्गत अनुसन्धात्ती को अपना आवेदन भेज सकते हैं।

फोन: 011-23389078

(एस पदमानवाह)
अध्यापक (स्थ.)
संघ लोक सेवा आयोग
टेलीफोन नं. 011-23389078
Telephone Nos.: +913322888485
              +913322888369
Tele/Fax No. : +913322881370

Jeevan Sudha Building, 7th Floor,
42C, Jawaharlal Nehru Road,
Kolkata - 700071

File No. Kol.DRT-2/1/1/2008/Esit./ 1770


To
The Assistant Director-Advertisement
Employment News,
Advertising Section, 7th Floor,
Soochana Bhawan, C.G.O. Complex,
Lodhi Road, New Delhi – 110003.

Sub.: Publication of the "Vacancy Circular" of Debts Recovery Tribunal Kolkata No.2 in the
Employment News-reg.

Sir,

I am directed to enclose a "Vacancy Circular" with regard to the filling up of various posts on
deputation/contract basis in this Tribunal for publication in the Employment News urgently.
2. It is requested that the bill regarding the publication may be sent in the name of the "Registrar,DRT-
2 Kolkata" along with a copy of the Employment News containing the vacancy "Vacancy Circular".

End: As above.

Yours faithfully,

[Signature]

Registrar in Charge
Telefax:033-2288-1370
Email: drt2kolkata-dfs@nic.in

Copy to:
1) The Under Secretary (DRT), Department of Financial Services, 3rd Floor, Jaevandeep Building, 10 Parliament
Street, New Delhi-110001 with the request for uploading the Vacancy Circular in the website of the
Department and DRT website.

2) The Under Secretary (CS-1), Department of Personal & Training, Lok Nayak Bhawan, Khan Market, Lodhi
Road, New Delhi-110003 with the request for uploading the vacancy circular in the website of the Department.

3) The Registrar (Administration), Hon’ble High Court at Calcutta.

4) The Registrar, Kolkata Debts Recovery Appellate Tribunal, 9 old Post Office Street, Kolkata 700001.

5) The Registrar, Kolkata Debts Recovery Tribunal No.1.

6) The Registrar-in-Charge, Kolkata Debts recovery Tribunal No.3.

[Signature]

[Signature]
VACANCY CIRCULAR

Application are invited from eligible candidates of the Central Government-State Governments/Courts/Tribunals for filling up of the following vacant posts in the Kolkata Debts Recovery Tribunal No. 2, through appointment on deputation. Applications are also invited from retired Central/State Government/High Court/District Court Stenographers for engagement on contract only against the vacant posts of Stenographers:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the post</th>
<th>No. of posts</th>
<th>Method of Recruitment</th>
<th>Pay</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Private Secretary</td>
<td>1</td>
<td>Promotion/Deputation</td>
<td>Level-6</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant</td>
<td>1</td>
<td>Promotion/Deputation</td>
<td>Level-6</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Accounts Assistant</td>
<td>1</td>
<td>Deputation</td>
<td>Level-6</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Steno Grade ‘C’</td>
<td>2</td>
<td>Promotion/Deputation</td>
<td>Level-6</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Steno Grade ‘D’</td>
<td>1</td>
<td>Deputation</td>
<td>Level-4</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Court Master</td>
<td>1</td>
<td>Deputation/Promotion</td>
<td>Level-4</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Lower Division Clerk</td>
<td>2</td>
<td>Deputation/absorption</td>
<td>Level-2</td>
<td>1 post likely to be vacant.</td>
</tr>
</tbody>
</table>

The Tribunal being a quasi-judicial body set up under the provisions of the Recovery of Debts Due to Banks & Financial Institution Act, 1993.

The deputation will be governed by the terms and conditions as contained in DOPT O.M. No.2/22(B)/2008-Estt (Pay-II) dated 3rd September, 2008 and 2/6/2009-Estt. (Pay-I) dated 25th February, 2009, as amended from time to time.

1. Private Secretary: (Pay Scale Rs. 6500-200-10500/ - Pre revised as per 5th CPC). The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down:

1. Officers in the Central Government/State Government or in Courts or holding analogous posts on regular basis and having a degree from a recognized University.
2. Stenographers Grade ‘C’ with eight years regular service in the Pay Scale Rs. 5500-175-9000 Pre revised as per 5th CPC or equivalent and having a degree from a recognized University.
Desirable: Preference will be given to persons having experience in legal or judicial work.

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.)

Note 2: Departmental Grade Grade ‘C’ Stenographers with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

2. Assistant: (Rs.5500-175-9900 Pre revised as per 5th CPC) The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

(1) Officers in the Central Government/State Government or in Courts or holding analogous posts on regular basis and having a degree from a recognized University, or

(2) Upper Division Clerks with eight years’ regular service in the scale of Rs.4000-100-6000/- (Pre-revised as per 5th CPC) or equivalent.

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.)

Note 2: Departmental Upper Division Clerks with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.
3. **Accounts Assistant**: (Rs.5500-175-9000 Pre revised as per 5th CPC) The post is to be filled up by deputation. For deputation the following conditions are laid down.

(1) Officers in the Central Government holding analogous posts on regular basis; or
(2) with three years’ regular service in the pay scale of 5000-8000; or
(3) with eight years regular service in the scale of Rs.4000-6000/- (Pre revised as per 5th CPC) or equivalent and having experience of working as Senior Accountant or Accountant, in the scale of 4000-6000 (Pre revised as per 5th CPC), who have undergone training in Cash and Account.

Note: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other Organizations/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.)

4. **Stenographer Grade ‘C’**: (Rs.5500-175-9000 Pre revised as per 5th CPC). The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.

(1) Officers in the Central Government or State Governments or in Courts holding analogous posts on regular; or
(2) Stenographer Grade ‘D’ with eight years regular service in the scale of Rs.4000-100-6000 as per 5th CPC or equivalent.

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.)

Note 2: Departmental Grade ‘D’ Stenographers with eight years regular service shall also be considered along with outsiders and in case the Departmental candidate is selected, the post will be treated to have been filled up by promotion.

5. **Stenographer Grade ‘D’**: (Level-4 in the Pay Matrix). The post is to be filled up by deputation. For deputation the following conditions are laid down.

(1) Analogous posts on regular basis:

Note 1: Period of deputation including period of deputation in ex-cadre post held immediately preceding the appointment in the same or any Organizations/Department of Central Government should ordinarily not exceed three years. (The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.)
6. Court Master: (Rs.4000-100-6900) Pre-revised as per 5th CPC. The post is to be filled up by promotion/deputation. For deputation the following conditions are laid down.
(1) Persons holding analogous posts in Central Government/State Government or in High Court Tribunal.
(2) Lower Division Clerks with eight years' regular service in the scale of Rs.3050-75-3950-80-4500 (pre-revised as per 4th CPC) or equivalent.
(3) Persons having knowledge of Stenography will be preferred.

Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or any Organization/Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.

7. Lower Division Clerks: (Level-2 in the Pay Matrix). The post is to be filled up by deputation/absorption. For deputation the following conditions are laid down.

From amongst staff of Central/State Government or Courts/Tribunal holding analogous post on regular basis.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for deputation shall be 56 years on the last date of receipt of applications.

The application through proper channel in the prescribed pro-forma along with vigilance clearance/no-objection certificate/cadre clearance and last 5 year's APARs should reach the undersigned within 45 days from the date of publication of this advertisement.

For further details and application form please visit the website at:
https://www.upt.gov.in/vacancyundercircular.aspx or
http://financialservices.gov.in/vacancy or

Registrar-in-Charge
DRT 2 Kolkata
42 C, Jawaharlal Nehru Road, Jeevan Sabha Building 7th floor
Kolkata-700071
Mobile:9811362447/9073287842.
PROFORMA FOR APPLICATION FOR VACANCIES TO BE FILLED BY WAY OF PROMOTION/DEPUTATION

1. Name of the Post applied for
2. Name of the applicant (in Block Letters)
   (a) Address for correspondence
   (b) Contact No.
3. Date of retirement under Central/State Government
4. Educational Qualification
5. Details of employment in chronological order.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and basic pay</th>
<th>Nature of duties (in details)</th>
</tr>
</thead>
</table>

6. Nature of present employment i.e., ad hoc or Temporary or Quasi-Permanent or Permanent.
7. 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 you belong.
8. Whether belong to SC/ST/OBC
9. Remarks

Signature of the Candidate

Certificate by Parent Office

The information furnished by the candidates have been verified from records and is found to be correct.

Name:
Designation:
Office: