

ADVERTISEMENT FOR THE POST OF MEMBER (FINANCE) IN THE DIGITAL COMMUNICATIONS COMMISSION (ERSTWHILE TELECOM COMMISSION), DEPARTMENT OF TELECOMMUNICATIONS, MINISTRY OF COMMUNICATIONS

(I) JOB DESCRIPTION AND RESPONSIBILITIES:

Member (Finance) is the full time member of Digital Communications Commission (erstwhile Telecom Commission) in Department of Telecommunications. He is also an ex-officio Secretary to the Government of India in the Department of Telecommunications. The pay and allowances of Member (Finance) is equivalent to that of Secretary to the Government of India. He will exercise the power of Government for incurring expenditure subject to the general budgetary approval of the Parliament through the Minister. He shall be responsible for preparation and submission of the Budget. He will be responsible for proper accounting of revenue and expenditure and mobilizing resources for development.

(II) SCALE OF PAY:

Level 17 of the Pay Matrix.

(III) METHOD OF RECRUITMENT:

Deputation (including Short-term Contract)/Absorption.

(IV) ELIGIBILITY

1. AGE:

The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six (56) years as on the closing date of receipt of applications. The normal eligibility condition of maximum age limit of 56 years as on the closing date of receipt of applications shall not be applicable in cases of absorption.

2. QUALIFICATION AND EXPERIENCE:

(A) Officers of Organized Group 'A' Finance & Accounts Services:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
(ii) With minimum two years of regular service in Level 15 in the Pay Matrix or equivalent rendered after appointment thereto on regular basis; and
- (b) Working experience of 20 years in Central Government or State Government, or in Organizations of Central or State Government, in the areas of Financial Planning, Programming, Budgeting, Operations, Accounting, Reporting or Auditing.

OR

(B) Officers under the Central Government or State Government or Union Territories Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government or Autonomous Bodies or Statutory Organizations:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with minimum two years of service in level 15 in the Pay Matrix or equivalent rendered after appointment thereto on regular basis; and
- (b) Possessing the following educational qualifications and experience, namely:
 - (i) Masters' Degree in Economics or Commerce or Business Administration with specialization in Finance from a recognized University or Institution; or
 - (ii) Members of the Institution of Chartered Accountancy or Institute of Cost and Works Accountants of India (ICWAI) or Institute of Chartered Financial Analysts of India (ICFAI);

And

(iii) Working experience of 20 years in Central Government or State Government, or in Organizations of Central or State Government, in the areas of Financial Planning, Programming, Budgeting, Operations, Accounting, Reporting or Auditing.

Note-1: The Officers working in central or State Government or Union Territory Administrations shall only be eligible for absorption.

Note-2: The Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or Department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six (56) years as on the closing date of receipt of applications.

Note-3:- The normal eligibility condition of maximum age limit of 56 years as on the closing date of receipt of applications shall not be applicable in cases of absorption.

Note-4:- The officers with minimum one years residual service as on date of occurrence of vacancy shall only be eligible for appointment by absorption.

Note-5:-For the purpose of appointment on deputation(including short term contract) or absorption basis, the service rendered on regular basis by an officer prior to 1.1.2016 (the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level and where this benefit will extend only for the post(s) for which that level is the normal replacement grade without any up gradation.

V. SUBMISSION OF APPLICATIONS:

1. All applicants should send their applications as per the format at Annexure.
2. The applicants should submit their applications through their Cadre Controlling Authority along-with vigilance clearance, Integrity certificate, Statement showing major-minor penalty imposed during the last 10 years and complete ACR dossiers.
3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Application should be addressed to Secretary (Telecom), Department of Telecommunications, Room No. 417, 4th Floor, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001.

VI. LAST DATE OF RECEIPT OF APPLICATION:

The last date of receipt of application is **60 days** from the date of publication of the advertisement in Employment News.

VII. CRUCIAL DATE FOR DETERMINATION OF ELIGIBILITY:

Last date of receipt of the application.



(Arvind Kumar Jha)

Under Secretary to the Govt. of India

Department of Telecommunications

Sanchar Bhawan, Ashoka Road, New Delhi-110001

Tel. No 2303 6210

To

All Ministries/Departments of the Government of India

[Copy also forwarded to:-

1. DDG (E&T), DoT-with the request that consolidated list (in the prescribed format) of eligible and willing IP&TAFS officers may be furnished to Deputy Secretary(Admn.I) within the prescribed time schedule after verification of their service particulars along with vigilance clearance, Integrity certificate, statement showing major minor penalty imposed during last 10 years and complete ACR dossiers. Applications received without these certificates will not be entertained and will be returned.
2. Dir(IT), DoT- with the request that this may be posted at Vacancy menu of DOT website.
3. Chief Secretaries, State Governments and Union Territories Governments



(Arvind Kumar Jha)

**Under Secretary to the Govt. of India
Department of Telecommunications
Sanchar Bhawan, Ashoka Road, New Delhi-110001
Tel. No 2303 6210**

CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of retirement under Central/ State Government Rules				
4.	Educational Qualifications				
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) Essential Desired	Qualifications/ Experience Required (1) (2) (3) (1) (2)	Qualifications/ Experience possessed by the officer		
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/In stitution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9.	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				

10.	<p>Additional details about present employment.</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others</p>	
11.	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
12.	<p>Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	
13.	<p>Total emoluments per month now drawn</p>	
14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p>	
15.	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ re-employment Basis. (Officers under Central/ State Governments are only eligible for Absorption. Candidates of non-Government Organizations are eligible only for Short Term Contract.)</p>	
16.	<p>Whether belongs to SC/ST</p>	
17.	<p>Remarks (The candidates may indicate information with</p>	

	regard to (i) Research Publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation(iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address-----

Date_____

Countersigned
(Employer with Seal)