

Department of Telecommunications  
(International Relations Wing)  
512B, Sanchar Bhawan,  
20- Ashoka Road, New Delhi- 110001

No. 7-1/2024-IR

Dated: 05 /06/2024

**Subject: Sharing the vacancy in Asia Pacific Telecommunity (APT) for the post of Project Assistant- reg.**

This is with reference vacancy notice no. APT/HR/2024-02 from Asia Pacific Telecommunity (APT) for seeking nominations from the interested candidates for the post of Project Assistant under General Service Staff for a period of one year from the date of commencement and extendable depending on performance and conduct.

2. The detailed information about the vacancy along with APT Personal Performa for recruitment is attached along with.
3. IR Wing being nodal for APT activities has circulated this vacancy notification for wider publicity. The officers are requested to kindly process your application through proper channel as per the extant government /department rules and apply directly for this vacancy to APT.



Abhishek Shukla  
ADG (IR-III)

To,  
All DoT officers

## VACANCY NOTICE NO. APT/HR/2024-02

1. **Post Title:** Project Assistant
2. **Classification:** General Service Staff (Level G4)  
THB 597,756 net per annum
3. **Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct (with the probation period of 3 months)
4. **Duty Station:** APT Headquarters, Bangkok
5. **Special Notice:** This position is subject to local recruitment pursuant to Regulation 4.4 of the Staff Regulations and Staff Rules of the APT. A locally recruited staff member shall be defined as a staff member in the General Service Category who, at the time of recruitment, fulfills any of the following conditions: (i) is a Thai national; (ii) is recruited for a post which, in the opinion of the Secretary General, is normally restricted to local recruitment. A staff member regarded as having been locally recruited shall not be eligible for the allowances and benefits as that of International Recruitment.

Applicants should be from the nationality of APT Member, and they should be ready to work in Bangkok upon appointment. They must be authorized to work in Thailand regardless of where they live at the time of applying for the job opening.

### 6. **Qualifications & Experience:**

- 6.1 University Degree in telecommunications, electronics, electrical or information processing engineering and other related field including economics and law; Holder of master's degree will be an advantage.
- 6.2 Excellent command in written and spoken English.
- 6.3 Work experience in multinational environment will be an advantage.
- 6.4 Computer literacy and proficiency in Microsoft Office.
- 6.5 Knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be an advantage.
- 6.6 Knowledge in telecommunication policy and regulations and other related activities.

### 7. **Responsibilities:**

This person will be responsible to assist in the implementation of the Work Programme and will be assigned, but not limited to, to the following tasks:

- 7.1 Assist in the preparation and organization of APT meetings and other events designated by the supervisor including arranging resource personnel & fellowship for

the meetings/events, preparing event documentation, ensuring timely and efficient communication to members (invitation letter, agenda, programme, etc.) as well as prompt reply to queries relating to events, etc.

7.2 Perform such other related duties as may be assigned by the supervisors and/or Secretary General.

#### **8. Submission of Application:**

Interested candidates are invited to submit a cover letter and CV along with a duly completed APT Personal Information Form to the APT Secretariat via email at [apt-ab@apt.int](mailto:apt-ab@apt.int) by 3 August 2024.

Only shortlisted candidates will be contacted.



**ASIA-PACIFIC TELECOMMUNITY  
PERSONAL INFORMATION FORM**

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

AFFIX PHOTOGRAPH  
HERE

1. Family Name				First Name				Middle Name				Maiden Name																																																																																																																																										
2. Date of Birth (day, month, year)						3. Place of Birth						4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female																																																																																																																																										
5. Nationality (at birth)								6. Present Nationality(ies)																																																																																																																																														
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8. Present Address  Tel. _____ Fax. _____ E-mail. _____								9. Permanent Address  Tel. _____ Fax. _____ E-mail. _____																																																																																																																																														
10. Have you taken up legal residence status in any country other than that of your nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", which country?																																																																																																																																																						
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12. Have you previously submitted an application for employment with APT? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", when?																																																																																																																																																						
13. Knowledge of Languages ( <i>List mother tongue first</i> ):																																																																																																																																																						
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15. Employment by the APT may require assignment and travel to any area. Have you any disabilities or reservations that may restrict your activities in this respect? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", explain why?																																																																																																																																																						

16. Education: give full detail

A. University or equivalent. You may be required to furnish proof of degree obtained.

Name and place	Years attended		Degree and academic Distinctions obtained	Main subjects
	From	To		

B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

Name and place	Years attended		Certificates, diplomas obtained	Type
	From	To		

17. EMPLOYMENT RECORD:

Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record.

PLEASE NOTE THAT, BEFORE ANY OFFER OF APPOINTMENT IS MADE TO YOU, APT MAY CONTACT YOUR PRESENT AND PREVIOUS EMPLOYERS FOR WORK REFERENCES. IF THERE ARE OTHER WORK-RELATED REFERENCES YOU WISH TO HAVE TAKEN INTO ACCOUNT, PLEASE INDICATE.

From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Present
Address of employer		Number and kind of employees supervised by you	
		Reason for leaving, if applicable	
Tel. Fax. E-mail.			

Description of your work

From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			
From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			
From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			

18. List membership in any professional societies and activities in civic, public or international affairs			
19. List any significant publications you have written. PLEASE DO NOT ENCLOSE			
20. Are you now, or have you ever been, a permanent Civil Servant in your Government's employ? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If answer is "Yes", when?			
21. Are you under any obligation to return/stay in the service of your government or other public sector employer in recognition of sponsored training or education? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
22. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications			
Full Name	Full Address	Business or Occupation	
23. Legal convictions (include all convictions other than those for minor violations of road traffic regulations)			
Charge	Date	Where tried	Conviction
24. State any other relevant facts, including information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disability that might limit your field of work. Final appointment will be subject to a physical examination.			
25. Please note that in evaluating your candidature APT reserves the right to approach your previous employer(s) for references. Have you any objections to our making inquiries of your present employer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
26. I certify that the statement is made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or any required information that is withheld from this Personal Information form may provide grounds for the withdrawal of any offer of appointment or dismissal if any appointment has been accepted.			
Date		Signature	
<p><b>NOTE:</b> You will be requested to supply documentary evidences with supports the statements you have made above.</p> <p>Do not, however send any documentary evidence until you have been asked to do so by the APT and, in any event, do not submit the original texts of reference or testimonials unless they have been obtained for the sole use of the APT. The Personal Information Form should be mailed or faxed directly to the following address:</p> <p>Asia-Pacific Telecommunity 12/49, Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand.</p> <p style="text-align: right;">Tel. + 66 2 573 0044 Fax. + 66 2 573 7479, 574 4226 E-mail <a href="mailto:apt-ab@apt.int">apt-ab@apt.int</a></p>			