

F.No: 30-452/DDG(A)/DLSA/2024-25

Date:24.02.2025

VACANCY CIRCULAR

Subject: Vacancy Circular to fill up vacant post of Lower Division Clerk (LDC) and Telecom Assistant (TA) Group C Posts on deputation basis in Department of Telecom, Delhi Licensed Service Area (LSA) & DGT HQ-reg.

Applications are invited for filling vacant posts of Lower Division Clerks (LDCs) and Telecom Assistants (TAs) in **Department of Telecom, Delhi Licensed Service Area (LSA) & DGT HQ** on deputation basis as per the details given below: -

Name of the post /Classification	Scale of Pay (as per 7th Pay commission)	No of vacancies to be filled	Place of posting
<u>Telecom Assistant (TA)</u> General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	Level 5 in the Pay Matrix (Rs.29,200-92,300)	03	DGT HQ , 2nd Floor, UIDAI Building, Bangla Sahib Road, New Delhi-110001
<u>Lower Division Clerk (LDC)</u> General Central Service Group 'C' Non-Gazetted (Ministerial)	Level 2 in the Pay Matrix (Rs.19,900-63,200)	02	DGT HQ , 2nd Floor, UIDAI Building, Bangla Sahib Road, New Delhi-110001
<u>Telecom Assistant (TA)</u> General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	Level 5 in the Pay Matrix (Rs.29,200-92,300)	01	Delhi LSA - 5th Floor Mahanagar Doorsanchar Bhawan, Near Zakir Hussain College, Jawaharlal Nehru Marg (New Delhi-110002.
<u>Lower Division Clerk (LDC)</u> General Central Service Group 'C' Non-Gazetted (Ministerial)	Level 2 in the Pay Matrix (Rs.19,900-63,200)	02	Delhi LSA - 5th Floor Mahanagar Doorsanchar Bhawan, Near Zakir Hussain College, Jawaharlal Nehru Marg (New Delhi-110002.

2. Application form is enclosed at **Annexure-I** and other required documents are placed at **Annexure-II & III**.

3. **Period of deputation:** The period of deputation shall be initially for One Year (01) which may be extended on administrative grounds or till regular incumbent joins whichever is earlier. Place of posting will be DELHI.

4. **Eligibility condition:**

Name of the post	Educational Qualification and Service required
<u>Telecom Assistant (TA)</u> Level 5 in the Pay Matrix (Rs.29,200-92,300)	<p>1. Educational Qualification</p> <p>(a) Essential: - Minimum three years Engineering Diploma in Telecommunications or Electronics or Electrical or Electronics and Communications or Computer Science or Information Technology or Cyber Security and Big Data Analysis or Internet of Things (IoT) or Instrumentation from a recognized Institute or University.</p> <p>or</p> <p>Bachelor of Science (B.Sc.) in Electronics or Computer Science from a recognized University or Institute.</p> <p>(b) Desirable:</p>

	<p>(i) Bachelor's degree in engineering in Telecommunications or Electrical or Electronics or Electronics and Communication or Computer Science or Information Technology or Instrumentation Engineering from a recognized Institute or University;</p> <p>or</p> <p>(ii) Master of Science (M.Sc.) in Electronics or Computer Science from a recognized University or Institute.</p> <p>Note: Qualifications are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified.</p> <p style="text-align: center;">AND</p> <p>(2) Service required in the post from which deputation is to be made. Officials of the Central Govt., State Govt, Union Territories, autonomous or statutory Organisation, PSUs, University or recognised Research Institutions:</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or Department. Or</p> <p>(ii) With five years service rendered after appointment to the post on a regular basis in Level-4 in the pay matrix (Rs.25500-81100) or equivalent in the parent cadre or department; Or</p> <p>(iii) with ten years service rendered after appointment to the post on a regular basis in level -3 in the pay matrix (Rs.21700-69100) or equivalent in the parent cadre or department;</p> <p>Note 1: 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. Note 2: The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
<p><u>Lower Division Clerk(LDC)</u></p> <p>Level 2 in the Pay Matrix (Rs.19,900-63,200)</p>	<p>(1) Educational Qualification: - Essential:</p> <p>(i) 12th pass from a recognised Board.</p> <p>(ii) A typing speed of 35 words per minute (w.p.m.) in English or 30 words per minute (w.p.m.) in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per hour (KDPH) / 9000 Key Depressions Per Hour (KDPH) on an average of 5 key depressions for each word.</p> <p style="text-align: center;">AND</p> <p>(2) Service required in the post from which deputation is to be made. Officials of the Central Government or State Government, Union Territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institutions:</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with three years service rendered after appointment to the post on a regular basis in level-1 in the pay matrix (Rs. 18000-56900) or equivalent in the parent cadre or department;</p> <p>Note 1: 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. Note 2: The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of application.</p>

5.Regulation of Terms and Conditions for deputation: The Terms and Conditions for deputation of the officials selected shall be regulated as per **DoT OM No.20-01/2023-SEA-II dated 31.10.2023 and its corrigendum dated 01.11.2023.**

6. **Age limit:** The maximum age limit for appointment by deputation shall not exceed **56 years** as on the closing date of receipt of applications.

7. Selection procedure:

Eligible and willing candidates may apply through proper channel in the prescribed format. Heads of Departments are requested to forward applications of eligible and willing candidates along with attested **copies of 5 years APAR**, declaration, certification as mentioned in the application form, whose services can be spared on deputation, immediately on their selection.

8. The applications of suitable and eligible officers complete in all respects in the prescribed format (Annexure) along with requisite documents may be forwarded to **ADET (Admin & HR), O/o Special DGT Delhi LSA- 5th Floor Mahanagar Doorsanchar Bhawan, Near Zakir Hussain College, Jawaharlal Nehru Marg (Old Minto Road) New Delhi-110002.**

8. The last date of receipt of application is **24.03.2025.**

9. Before forwarding the applications, Competent Authority of the lending organization must certify that information furnished by the applicants are verified with their service records and found correct and should also be countersigned with the office seal.

10. Applications received after the last date or not forwarded through proper channel or without prescribed documents or otherwise found incomplete would be summarily rejected.

11. The application duly routed through proper channel and completed in all respects can be sent through e-mail (E-mail ID- **adeta.dl-dgt-dot@gov.in** & CC to Email ID- **ddga.dl-dgt-dot@gov.in**) also for advance information. However, such applications will be considered only on receipt of the duly signed physical copy of the same in this office.

12. The selection will be made according to the norms and extant rules on the subject.

The decision of Head of Delhi LSA shall be final and binding for the above items, as applicable.

Enclosures: **Annexure-I, II, & III.**

(Yadav Manishkumar R)
ADG (Admin & HR)
Delhi LSA

To

1. All Central Govt., State Govt, Union Territories, autonomous or statutory Organisation, PSUs, autonomous or Statutory Organizations, PSUs University or recognised Research Institutions: with the request to Circulate this to all concerned and forward the requests from eligible/ willing candidates.
 2. All CGMs of BSNL.
 3. CGMs of MTNL Delhi and Mumbai
 4. Sr.DDG (Pers.), DoT HQ, New Delhi.
 5. Director (Admn), DGT HQ, New Delhi
 6. Director (Estt.), DoT HQ, New Delhi.
- } It is requested to post the Circular on DoT website.

APPLICATION FORM

Ref: Vacancy Circular to fill up vacant post of Lower Division Clerk(LDC) and Telecom Assistant(TA) Group C Posts on deputation basis in Department of Telecommunications, Delhi Licensed Service Area(LSA).

Name of the post applied for:
(Please tick whichever is applicable)

Lower Division Clerk (LDC)	<input type="checkbox"/>
Telecom Assistant (TA)	<input type="checkbox"/>

RECENT PHOTO
(Self-Attested)

Choice of place of posting:
(Please tick whichever is applicable)

DGT HQ	<input type="checkbox"/>
Delhi LSA	<input type="checkbox"/>

I. Personal details	
a. Name (in Block letters)	
b. Date of Birth DD/MM/YYYY	
c. Gender(M/F/others)	
d. Father's Name	
e. Educational qualification	
f. Whether belongs to SC/ST/OBC	
g. Tel. No./ E-mail	
h. Mailing address	
II. Official details	
a. Present post held	
b. Organization and Office address	
c. Date of Entry in Service	
d. Due Date of retirement	
e. Nature of Present employment (ad-hoc/ temporary/ permanent)	
f. Official ID card detail & attach a copy of same:	
g. In case the present employment held on deputation, give details (substantive post/period of deputation/ parent organization etc)	
h. Remarks, If any:	

III. Details of Employment, in chronological order for the last five years. **(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):**

Office/Institution	Post held on Regular Basis	From	To	Pay/Pay Scale of the post held on regular basis	Total emoluments

I have carefully gone through the vacancy circular/advertisement and the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate with date)

DECLARATION

1. I..... hereby declare that my posting as.....
Delhi LSA, Department of Telecommunications is purely on deputation basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.
2. I am not entitled to absorption as in the Department of Telecommunications and therefore will not resort to lay any claim for the same.
3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or contravention of any provision in the rules/order governing deputation.

Place:

Date :

Signature of the Official

Countersigned by
employer/competent authority
(Name &Designation) (Seal)

Certification by the Employer/Competent authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. If selected, he/she will be relieved immediately.

Also certified that;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt.....
2. His/ Her integrity is certified.
3. Photocopies of APARs/performance reports of the official for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
4. No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Signature of the forwarding authority

(Name &Designation)

(Seal)

Checklist(Self attseted):

1. Annexure - I Application
2. Annexure-II
3. Annexure-III
4. Copy of last 5 years APAR
5. Copy of latest Month Salary Slip.
6. Copy of Official ID card.
7. Copy of proof of present address
8. Copy of proof of identity

I/3135927/2023

No. 20-01/2023-SEA II
Government of India
Ministry of communication
Department of Telecommunications.
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: October 2023

OFFICE MEMORANDUM

Sub: The terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

The undersigned is directed to refer to this office OM No. 34-8/2001-SEA (Vol.II) dated 24.11.2017 and No. 20-02/2014-SEAI dated 22.12.2017 and enclose herewith a copy of the revised terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

This is issued with the approval of Secretary (T).

Encl: As above.

Signed by Harshvardhan
Singh Khangarot
Date: 31-10-2023 17:38:11
Reason: Approved

Harshvardhan Singh Khangarot
Director (SEA)
011-23036059

To,

1. CGCA / DG(T)
2. All Heads of CCA offices / LSA field units.
3. DG, NICF
4. CMD, BSNL

Copy To,

1. PSO to Secretary (T)
2. PSO to Member (Finance/Technology/Services)

I/3135927/2023

Department of Telecommunications
(SEA-II Section)

Terms & Conditions for engagement of Group "B" (Non-Gazetted/ Gazetted) / Group "C" staff on deputation in DOT and its field offices.

The terms & conditions governing the deputation of Group "B" (Gazetted & Non-Gazetted) / Group C staff in Department of Telecommunication shall be as under: -

Sl. No.	Parameter	Terms and Conditions
1	Period of Deputation	The period of deputation shall be as per the provisions of the RRs of the post or 5 years in case no tenure regulations exist for the post.
2	Pay	The pay of the employee shall be fixed in accordance with DoPT instructions issued on the subject and amendments issued from time to time.
3	Dearness Allowance	DA as applicable to Central Government employees.
4	HRA / Transport Allowance	HRA/ Transport Allowance shall be paid at the rate admissible under the rules of the DoT, which are similar to that admissible under the rules of the Central Government.
5	Children Education Allowance	As per rules notified by the Central Government.
6	Joining Time Period and Pay	The DoT will pay to the officer his joining time pay for both ways. The joining time will be regulated under the Central Government Rules.
7	Transfer Travelling Allowance	The expenditure on transfer/ travelling allowance for joining duty in borrowing organization and repatriation from borrowing organization shall be borne by DoT as per the rules notified by the Central Government from time to time.
8	Admissibility of Travelling Allowances during journeys performed on tour for official purpose during the deputation period	The admissibility of travelling allowance on tour during the period of deputation shall be as per the rules notified by the Central Government from time to time.
9	Leave and Leave Salary Contribution	The employee will be governed by the Leave Rules as followed in the parent department during the deputation period in DoT. DoT will pay the Leave Salary Contribution at the rates notified and communicated by parent office to the extent of rule contained in Appendix-IV of FR&SR Part-I.

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10	Provident Fund	Monthly EPF Contribution at the rate applicable from time to time on the basic pay drawn actually and IDA/CDA as the case may be, deducted from the salary of the officer plus matching contribution along with applicable administrative charge on that amount is to be remitted to the parent office within the due date. This will enable to earn pension and PF accumulation of the officer. DoT will also be liable to bear the interest and penalties imposed by the EPF authorities for the delay on the part of DoT for remitting the contribution to parent office. The rate applicable is to be communicated by the parent office to DoT.
11	Pension Contribution	Pension contribution in respect of absorbed employees is normally payable to GoI by BSNL on account of pension liability under rule 37 A of CCS (Pension) rules, 1972. Pension contribution in respect of BSNL employees on deputation to DoT shall be exempted from payment to GoI during the period of deputation of the employee in Govt. A remark to this effect will be recorded in the service record of the official during the period of deputation.
12	Gratuity	DoT is also liable to pay proportionate amount to the parent office on demand if any, on account of Gratuity, for the deputation period.
13	Insurance Scheme	During the period of deputation, the officer will continue to be governed by the insurance scheme applicable in the parent office. The DoT will ensure to remit the deductions towards insurance scheme to the parent office.
14	Leave Salary	The DoT will pay leave Salary in respect of disability leave granted on account of disability, if any, incurred in and through the period of deputation.
15	Leave Travel Concession	The officer will be governed by the LTC Rules of the Central Government and cost thereof will be borne by DoT.
16	Medical Facilities	The officer on deputation will be entitled to medical facilities as per the policy of the borrowing organization and CGHS card issued to the officer will be surrendered at the time of repatriation.
17	Residential Accommodation	The officer will be entitled for accommodation as per DoT officials and standard license fee will be regulated

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		accordingly.
18	Incidence of Compensatory Allowance for the period of leave during or at the end of Foreign Service	The whole of the expenditure in respect of any compensatory allowance for the period during leave or at the end of the period of deputation shall be borne by the DoT.
19	Superannuation Pension Scheme	<ul style="list-style-type: none"> • Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (i.e., 05/05/2016) whichever is later. • DDO's and NCDDO's to ensure that amount of Superannuation Pension Scheme contribution is remitted to BSNL by 10th of the following month. • The SPS contribution shall be drawn @5% of Basic + IDA with reference to notional Basic Pay in the parent cadre. In case, the deputationist stagnates in the parent cadre, the SPS contribution shall be calculated at the stagnated notional Basic Pay plus IDA thereon in the parent cadre.
20	GPF	The deduction of subscription/recovery towards GPF made from the salary of these employees will be accounted in DoT in respect of the employees who are subscribers to GPF
21	Others	Term and conditions not defined shall be decided with mutual consent by both the sides.

In case of any dispute, in respect of interpretation of any of the aforesaid clauses, the decision of Secretary, DoT will be final and binding.



Harshvardhan Singh Khangarot
Director (SEA)

I/3136270/2023

No. 20-01/2023-SEA II
Government of India
Ministry of communication
Department of Telecommunications.
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: November 2023

CORRIGENDUM

Reference is invited to this office O.M. of even no. dated 31.10.2023 regarding the terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications. Under para 19 of the terms & conditions pertaining to the Superannuation Pension Scheme :-

"Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (ie. 05/05/2016), whichever is later"

may be read as follows:

"Employer contribution towards **BSNL** Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from the date of start of deputation in DoT or **the date of issuance of this O.M**, whichever is later."

2. All other contents of the O.M. dated 31.10.2023 shall remain unchanged.

Signed by Harshvardhan
Singh Khangarot
Date: 01-11-2023 19:20:54
Reason: Approved

(Harshvardhan Singh Khangarot)
Director (SEA)
011-23036059

To,

1. CGCA / DG(T)
2. All Heads of CCA offices / LSA field units.
3. DG, NICF
4. CMD, BSNL

Copy To,

1. PSO to Secretary (T)
2. PSO to Member (Finance/Technology/Services)