



**GOVT.OF INDIA**

**Ministry of Communications, Deptt. of Telecommunications  
O/o Addl. Director General (Telecom), MP LSA**

**2<sup>nd</sup> Floor, Doorsanchar Bhawan, Arera Hills, Bhopal – 462015**

F No 31-04/2024-Addl.DGT-MPLSA

Dated the 13.02.2025

**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 Telecommunications, Madhya Pradesh Licensed Service Area (LSA) at Bhopal & Raipur.**

Applications are invited for filling up vacant posts of Lower Division Clerks (LDCs) and Telecom Assistants (TAs) in Department of Telecommunications, Madhya Pradesh Licensed Service Area (LSA) at **Bhopal (MP) & Raipur (CG)** 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
Telecom Assistant (TA) General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	Level 5 in the Pay Matrix (Rs.29,200-92,300)	01	Bhopal
Lower Division Clerk (LDC) General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	Level 2 in the Pay Matrix (Rs.19,900-63,200)	02	Bhopal
		01	Raipur

- Application form is enclosed as Annexure.
- 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.
- Eligibility conditions:

Name of the post	Educational Qualifications and Service required
Telecom Assistant (TA)	<p><b>1. Educational Qualifications</b></p> <p><b>(a) Essential:</b> Minimum three years Engineering Diploma in</p>

<p>Level 5 in the Pay Matrix (Rs.29,200- 92,300)</p>	<p>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 style="text-align: center;">or</p> <p>Bachelor of Science (B.Sc.) in Electronics or Computer Science from a recognized University or Institute.</p> <p><b>b. Desirable:</b></p> <p style="padding-left: 20px;">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 style="text-align: center;">or</p> <p style="padding-left: 20px;">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>
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Name of the post	Educational Qualification and Service required
<p>Telecom Assistant (TA)</p> <p>Level 5 in the Pay Matrix (Rs.29,200- 92,300)</p>	<p style="text-align: center;"><b>AND</b></p> <p><b><u>2. Service required in the post from which deputation is to be made</u></b></p> <p>Officials of the Central Government, State Government, Union Territories, autonomous or statutory Organisation, PSUs, University or recognised Research Institutions:</p> <p><b>(a)</b> (i) Holding analogous post on a regular basis in the parent cadre or Department:</p> <p style="text-align: center;">or</p> <p style="padding-left: 20px;">(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</p> <p style="text-align: center;">or</p> <p style="padding-left: 20px;">(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 and</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 Govt. shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding <b>56 years</b> as on the closing date of receipt of applications.</p>

<p>Lower Division Clerk(LDC)</p> <p>Level 2 in the Pay Matrix (Rs.19,900-63,200)</p>	<p><b>1. Educational Qualifications: -</b></p> <p>a. <b>Essential:</b></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 the 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;"><b>AND</b></p> <p><b>2. Service required in the post from which deputation is to be made</b></p> <p>Officials of the Central Government, State Government, Union Territories, autonomous or statutory Organisation, PSUs, University or recognised Research Institutions:</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or Department:</p> <p style="text-align: center;">or</p> <p>(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 Govt. shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding <b>56 years</b> as on the closing date of receipt of applications.</p>
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5. **Regulation of Terms and Conditions for deputation:**The Terms and Conditions for deputation of the officials selected shall be regulated as per DoPT 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 be exceeding 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. Head 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 officials complete in all respects in

the prescribed format (Annexure) along with requisite documents may be forwarded to **A.D.E.T. (Admin & HR), O/o Additional Director General Telecom, Madhya Pradesh (LSA), Doorsanchar Bhawan, Arera hills, Bhopal -462015.**

9. The last date of receipt of application is **13.03.2025.**
10. Before forwarding the applications, the 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.
11. Applications received after the last date or not forwarded through proper channel or without prescribed documents or otherwise found incomplete would be summarily rejected.
12. The application duly routed through proper channel and completed in all respects can be sent through email ( **E-mail ID : sdea2.mp-dgt-dot@gov.in** ) for advance information. However, such applications will be considered only on receipt of the duly signed physical copy of the same in this office.
13. The selection will be done as per the norms and extant rules on the subject. The decision of the Head of Madhya Pradesh LSA shall be final and binding.

Enclosures: **Annexure (Application Format)**

Digitally signed by  
Mukund Mishra

Date: 13-02-2025

12:37:49

**A.D.E.T. (Admin & HR)**

**O/o Addl. DGT MP LSA Bhopal**

**To**

1. All Central Government, State Government, Union Territories, Autonomous or Statutory Organisation, PSUs, University or recognised Research Institutions: with request to give wide publicity, display on Notice Board, and circulate this Vacancy Circular 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 It is requested to post the Circular on DoT website.
6. Director (Estt.), DoT HQ, New Delhi.

**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, Madhya Pradesh 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)  
(\*\*for the post of LDC only)  
Note: for post of TA, vacancy is only at Bhopal

Bhopal( Madhya Pradesh)	<input type="checkbox"/>
Raipur (Chhattisgarh) (applicable only for LDC)	<input type="checkbox"/>

<b>I. Personal details</b>	
a) Name (in Block letters)	
b) Date of Birth DD/MM/YYYY	
c) Gender(M/F/others)	
d) Educational qualification	
e) Whether belongs to SC/ST/OBC	
f) Tel. No./ E-mail	
g) Mailing address	
<b>II. Official details</b>	
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) In case the present employment held on deputation, give details (substantive post/period of deputation/ parent organization etc)	

**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):**

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

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..... Madhya Pradesh 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;**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt.....
- (ii) His/ Her integrity is certified.
- (iii) 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.
- (iv) 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)**