

**File No. 391-103/2020-STG-III
Government of India
Ministry of Communications
Department of Telecommunications**

419, Sanchar Bhawan, 20-Ashoka Road
New Delhi-110001, dated: 20 October, 2022

OFFICE MEMORANDUM

Subject: Processing of PESB applications for immediate absorption-regarding.

In continuation to DoT OM of even no. dated 30.12.2020, the instructions for submitting applications over PESB portal (on Immediate absorption basis) are revised as under:

- i. Before filling PESB application, the applicant must first ascertain whether he/she is eligible for applying the advertisement post. The applicant is also required to ensure that **he/she should be holding a post on a substantive basis as per eligibility conditions prescribed in the vacancy circular (Clarification received from PESB is enclosed)**
 - ii. The service particular part of the filled application is to be verified from the Authority which is maintaining his/her service records. After verification of service records, the officer may create an e-receipt by attaching the scanned copy of verified application and updated ER sheet downloaded from Sanchar VHR Portal(<https://sancharvhr.gov.in>) and forward the same directly to US(SNG), DoT through e-office/email for further processing of the application.
 - iii. The applications received without verification of service particular from the custodian of service book or if the applicant found ineligible for the post, the same will not be forwarded to PESB over the portal.
 - iv. Since the Vigilance clearance is required for processing the application, the applicants must submit the duly filled application over PESB portal along with the e-receipt/e-mail communication as underlined at point (ii) above, at least 15 days prior to the closing date of receipt of applications.
 - v. The information furnished by the applicant must be true and the concerned officer will be responsible for the furnished information.
2. This may be brought to notice of all ITS officers and the officers responsible for verifying the service record.

Signed by **Bhender Singh**
Date: 20/10/2022 11:29:35
(Bhender Singh)
Reason: Approved
Under Secretary, Government of India
Tele: 011-23036226

Copy to:

1. DG(T)
2. CMD BSNL
3. CMD MTNL
4. Deputy Secretary, PESB w.r.t. PESB OM No. 2/5/2022-PESB dated 13.09.2022

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5. All the ITS officers through DoT Website.