

**No. 391-82/2021-STG-III**  
**Government of India,**  
**Ministry of Communications**  
**Department of Telecommunications**

Hall cabin-516, Sanchar Bhawan, 20, Ashoka Road  
New Delhi-1, Dated 28.10.2021

**(Office Memorandum)**

**Subject: Empanelment of ITS officers for appointment to the post of Secretary and Additional Secretary in the Government of India-regd.**

Applications are invited from ITS Group 'A' officers for appointment at the level of Secretary and Additional Secretary in the Government of India.

2. The eligibility conditions for empanelment to these posts are as under:

**(A) For Secretary level empanelment:**

- i. Minimum of 30 years' service in Group "A"; and
- ii. Minimum of 2 years' service in a post in the Level 15 of the Pay Matrix or more.

**(B) For Additional Secretary level empanelment:**

- i. Minimum of 25 years' service in Group "A"; and
- ii. Minimum of 7 years' service in a post in the Level 14 of the Pay Matrix in the parent cadre or service.

3. In addition to the above, only those who meet the following criteria would be considered for empanelment:

- i. Year of examination is not later than 1988 (i.e. 1989 batch) for Secretary level and 1994 (i.e. 1995 batch) for Additional Secretary level;
- ii. Officer should have been empaneled at Additional Secretary level (for empanelment at Secretary level) and at Joint Secretary level (for empanelment at Additional Secretary level).
- iii. Officer should have at least 3 years' experience under Central staffing Scheme at the level of Deputy Secretary & above; and
- iv. Officer should have at least one year's residual service as on 01.01.2022.

The reference date for determining the eligibility criteria shall be 01.01.2022.

4. It is requested that applications of eligible and willing officers under your charge, in the prescribed format enclosed with this circular (Format- I/II), duly authenticated and updated executive record sheets along with latest photograph of the officer may be forwarded through proper channel to the officer (Through email: [vk.d.prasad@gov.in](mailto:vk.d.prasad@gov.in)) latest by 03.11.2021, after verifying the particulars furnished by the applicants from their Service Books. In addition, the contact details of Secretary, Additional Secretary level officers, Peers and subordinates' officers, with whom the officers have worked during the last 15 years, may also be sent along with the applications.


5. Nominations already forwarded to this department in response to the DoT OM no. 391-58/2021/STG-III dated 02.08.2021 need not be forwarded again.

6. It may please be noted that no further action will be taken, on the applications received without proper authentication/verification.

**Encl.:**

1. Annex. I: (Format -I/II)
2. Annex. II: 12 Point Proforma from present organization and Separate proforma is to be filled for the term on deputation in last 10 years to signed by CVO.

Yours faithfully,

  
(Sanjiv Meena)  
ADG (STG-III)

**Copy to:**

1. DG(T), for kind information.
2. All LSA Heads/DDGs.
3. CMD BSNL/MTNL/BBNL/TCIL/CDOT/TRAI.
4. All JS Empaneled ITS Officers.

Annex - I

Format-I

NOMINATIONS FOR SECRETARY EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: \_\_\_\_\_

Name of the Cadre Controlling Authority \_\_\_\_\_

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in a post in Level 15 of the Pay Matrix (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached) *		Vigilance Status		Date of filing of IPR - 2020	Whether the officer is in Apex scale in cadre
									Post	Duration	CVC clearance	Cadre VC Status		
									From	To				

\* Experience of working in the posts in cadre need not be indicated

(Signature of Forwarding Authority)

NOMINATIONS FOR ADDITIONAL SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: \_\_\_\_\_

Name of the Cadre Controlling Authority \_\_\_\_\_

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in a post in Level 14 of the Pay Matrix in the parent cadre/service (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached)*		Vigilance Status		Date of filing of IPR - 2020	Whether the officer is in HAG scale in cadre	
									Post	Duration		CVC clearance			Cadre VC Status
										From	To				

\* Experience of working in the posts in the cadre need not be indicated

(Signature of Forwarding Authority)

Sl. No.	Particulars		Details		
1.	Name of the Office (in full)				
2.	Father's Name				
3.	Date of Birth				
4.	Date of retirement				
5.	Date of entry into service				
6.	Service to which the officer belongs including batch/year cadre etc. wherever applicable				
7.	Positions held (during ten preceding years)				
Sl. No.	Organization	Designation & Place of posting	Administrative/Nodal Ministry/ Deptt. Concerned (in case of officers of PSU's)	From	To
i.					
ii.					
iii.					
iv					
v					
8.	Whether the officer was at any stage of his official career placed on the "agreed list" or "list of officers of doubtful". (If yes, full details may be given)				
9.	Whether any allegation of misconduct with a distinct vigilance angle was examined against him during the last 10 years and if so with what result				
10.	Whether any punishment was awarded to him during the last 10 years				
11.	Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date (if so, details to be furnished including reference no. "if any" of the Commission)				
12.	Is any action contemplated against the officer as on date (if so, details to be furnished)				

CVO

\* Separate proforma is to be filled for the term on deputation in last 10 years