



सत्यमेव जयते

**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Office of the Additional Director General Telecom, U.P. (West) LSA,**  
**1<sup>st</sup> Floor, Brahampuri Telephone Exchange, Meerut-250002**

**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, UP West Licensed Service Area (LSA) -reg.**

Applications are invited for filling vacant posts of Lower Division Clerks (LDCs) and Telecom Assistants (TAs) in **Department of Telecom, UP West Licensed Service Area (LSA) Meerut and Dehradun Unit** 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><br>General Central Service Group 'C'<br>Non-Gazetted (Non-Ministerial) | Level 5 in the Pay Matrix<br>(Rs.29,200-92,300) | 01                           | Office of the Additional Director General Telecom, U.P. (West) LSA, 1st Floor, Brahampuri Telephone Exchange, Meerut-250002        |
| <u>Lower Division Clerk (LDC)</u><br>General Central Service Group 'C'<br>Non-Gazetted (Ministerial) | Level 2 in the Pay Matrix<br>(Rs.19,900-63,200) | 02                           | Office of the Additional Director General Telecom, U.P. (West) LSA, 1st Floor, Brahampuri Telephone Exchange, Meerut-250002        |
| <u>Lower Division Clerk (LDC)</u><br>General Central Service Group 'C'<br>Non-Gazetted (Ministerial) | Level 2 in the Pay Matrix<br>(Rs.19,900-63,200) | 01                           | O/O DDG (State Coordination) Uttarakhand Field Unit UP (W) LSA, Dehradun BSNL Telephone Exchange, 197-Rajpur Road, Dehradun-248009 |

2. Application form is enclosed at **Annexure-1**.

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 as mentioned in the above table.

## 4. Eligibility condition:

| 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><b>1. Educational Qualification</b></p> <p><b>(a) Essential:</b> - 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>(b) Desirable:</b></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><b>Note:</b> Qualifications are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified.</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 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.</p> <p>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;</p> <p>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.</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</p> <p>(Rs.19,900-63,200)</p> | <p><b>(1) Educational Qualification: -</b></p> <p><b>(a) 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 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 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</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><b>Note 1:</b> 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.</p> <p><b>Note 2:</b> 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 application.</p> |

**5.Regulation of Terms and Conditions for deputation:** The Terms and Conditions for deputation of the officials selected shall be regulated as **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 appointments 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 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 **ADG (Admin), O/o the Addl. DG Telecom, UP(W) LSA 2nd Floor, Brahmipuri Telephone Exchange, Meerut-250002**

9. The last date of receipt of application is **(To be updated later)**

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 e-mail (E-mail ID- **adga.upw-dgt-dot@gov.in & CC to Email ID- dira.upw-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.

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

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

Enclosures: **Annexure-1.**

Digitally signed by  
Siddharth Sabharwal  
Date: 13-02-2025  
16:59:14  
Siddharth Sabharwal  
ADG (Admin)  
UPW 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.

**ANEXURE - 1****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, UP West 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"/> |

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 Dehradun (Uttarakhand)

|   |                          |
|---|--------------------------|
| Meerut  | <input type="checkbox"/> |
| Dehradun (Uttarakhand)<br>(applicable only for LDC) | <input type="checkbox"/> |

RECENT PHOTO  
(Self-Attested)

|  |  |
|--|--|
| <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  |  |
| 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):**

| 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

- I. I \_\_\_\_\_ hereby declare that my posting as in the office of the O/o Addl DGT UPW LSA, 1<sup>st</sup> Floor Brahmपुरi Telephone Exchange Meerut 250002 or O/o DDG (State Coordination) Uttarakhand Field Unit UP(W) LSA, Dehradun, BSNL Telephone Exchange, 197-Rajpur Road, Dehradun -248009 - is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of services rendered by me on Deputation Basis.
- II. I am not entitled to absorption as \_\_\_\_\_ in the Department of Telecommunication and therefore will not resort to lay any claim for the same.
- III. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or for contravention of any provision in the rules/orders governing deputation.

Place:

Date:

Signature of the Applicant

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

Certificate to be recorded by the Head of Department while forwarding the application.

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)

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. |

I/3135927/2023

|    |                           |   |
|----|---------------------------|---|
| 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 Gol 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 Gol 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  |

/3135927/2023

|    |   |   |
|----|---|---|
|    |   | 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"> <li>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.</li> <li>DDO's and NCDDO's to ensure that amount of Superannuation Pension Scheme contribution is remitted to BSNL by 10th of the following month.</li> <li>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.</li> </ul> |
| 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)