

HR-LSA/Admin/2025/Deployment\_TA\_LDC\_GrC\_Posts//I/3249650/2025

**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**O/o Additional Director General Telecom, Haryana LSA**  
**3rd Floor, ITPC Administrative Building, Sector-20, Panchkula-134117**

Dated 12-02-2025

**VACANCY CIRCULAR**

**Subject: Vacancy circular for the Group 'C' posts of Lower Division Clerk (LDC) and Telecom Assistant (TA) in the O/o Addl. DGT, Haryana LSA on deputation basis.**

It is proposed to fill up the posts of Lower Division Clerk (LDC) and Telecom Assistant (TA) Group 'C' posts on deputation basis from among the staff working in Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Statutory and Autonomous Bodies as per the details given below.

Name of the Post	Scale of Pay (as per 7th Pay Commission)	No. of vacant posts
Lower Division Clerk (LDC)	Level 2 of the pay matrix (Rs. 19900-63200)	2
Telecom Assistant (TA)	Level 5 in the pay matrix (Rs. 29200-92300)	1

2. Two (2) numbers of LDC and One (1) TA posts are vacant in the O/o Addl. DGT, Haryana LSA. The location of posting will be either at Panchkula or Ambala. Eligibility criteria and Job Profile is enclosed at **Annexure-A** and application form is enclosed at **Annexure-B**.

3. **Period of deputation:** The period of deputation shall be initially for 1 year which may be further extended on administrative grounds or till regular incumbent joins whichever is earlier. The deputation can be terminated at any time prior to completion of deputation tenure as per requirement.

4. **Regulation of pay and other terms of deputation:** The pay and 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 (**Annexure-C**), as the case may be, or any other instructions as amended from time to time.

5 . **Age limit:** The maximum age-limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

6. **Selection Procedure:**

- a. The selection procedure will be as decided by the Competent Authority. Addl. Director General (Telecom), HR LSA reserves the right to accept or reject in part or in full any or all the responses without assigning reasons whatsoever.
- b. Eligible and willing candidates may apply through proper channel in prescribed format **Annexure-B**

7. Cadre Authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in prescribed proforma-**Annexure-B**.
- ii. Statement giving details of Major/Minor penalties, imposed upon the Officer, if any during the last ten (10) years.
- iii. Vigilance Clearance/Integrity Certificate.
- iv. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.
- v. Declaration in prescribed proforma. (**Annexure-D**)
- vi. Certificate recorded by Head of Department while forwarding the application (**Annexure-E**).

8. The applications of suitable and eligible officers complete in all respects, in the prescribed format, along with documents listed above may be forwarded to :-

Sh. Vikas Gupta,  
AD (Admin-I),  
O/o Addl. DGT, Haryana LSA  
Department of Telecommunications,  
3rd Floor, I.T.P.C. Building, Sector-20, Panchkula-134117

9 . The last date for receipt of application is 6 weeks from the date of publication of this circular.

10. Before forwarding the applications, Competent authority must certify that information furnished by the applicants are verified with their service record and found correct and should also countersign the application 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. For any clarification /query in this regard applicants may contact the Admin section of the Haryana LSA on email [sdea.hr-dgt-dot@gov.in](mailto:sdea.hr-dgt-dot@gov.in)

Digitally signed by  
NEETU

Date: 12-02-2025

ADG (Admin)

10:15:06

**O/o Addl. DGT, HR LSA**

To

1. All Ministries/ Departments of the Govt request that the vacancy notification may be given wide publicity in the attached and subordinate offices under them.
2. All the State Governments and Union Territories with a request that the vacancy notification may be given wide publicity in their various departments/ offices.
3. All Public Sector Undertakings/ Recognized Research Institutions/ Statutory and Autonomous bodies/ Universities.

**Copy to:**

1. DOT (Establishment), DoT HQ, New Delhi
2. DDG (Admin & HR), DGT HQ, New Delhi
3. Director (IT), DoT HQ, New Delhi with a request to publish the notification DoT Website under 'Vacancies'
4. CGMT , BSNL , Haryana Telecomm Circle.

## 5. CGMT , BSNL , Punjab Telecomm Circle

**Eligibility criteria:**

**1. Lower Division Clerk (LDC):**

Officers of the Central Government or State Government, Union Territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institutions:

(a) Holding analogous post on regular basis in the parent cadre or department; or 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; and

(b) possessing the qualifications: 12<sup>th</sup> pass from a recognised Board.

**Desirable:**

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.)

**Note:** 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.

**2. Telecom Assistant (TA):**

Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institutions:

(a) Holding analogous post on a regular basis in the parent cadre or department; or 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 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

(b) possessing the qualifications: 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.

or

Bachelor of Science (B.Sc.) in Electronics or Computer Science or Information Technology from a recognized University or Institute.

**Desirable:**

(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;

or

(ii) Master of Science (M.Sc.) in Electronics or Computer Science or Information Technology from a recognized University or Institute.

Note: Qualifications are relaxable at the discretion of Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.

**Note:** 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.

## **Job Profile:**

Duties may be assigned in any of the works being carried out in Haryana LSA, DOT:

- a. Service Compliance – CAF audit, EMR audit, Service Testing, Roll out obligation, etc.
- b. Technology – Secured dedicated telecom network, Time synchronization of Telecom network, Disaster Technology management, Interconnect Exchanges, Inspection of licensed network, Advocacy & public awareness, PMWANI, etc.
- c. Security – Operation & maintenance of CMS/ IMS, curbing illegal activities, control over clandestine/ illegal operation of telecom networks, Analysis of CDR / SDR and other security activity assigned from time to time.
- d. Rural – Rural connectivity for DBT, verification of USO sites, RF coverage testing, Telecom connectivity checking, coverage in tribal hamlets, SLBC, etc.
- e. Admin – Legal, PG & Vigilance – Admin, DDO works, Personnel grievances, Building, Court cases, Misc. Admin activities.

**Annexure-B**

**APPLICATION FOR DEPUTATION FOR THE POST OF LOWER DIVISION CLERK (LDC)/TELECOM ASSISTANT (TA) IN O/o Addl. DGT, Haryana LSA**

1. Post applied for.....

2. Name of the Official (in block letters):

3. Father's name:

4. Present Residential Address:

5. Aadhaar Number (Last six Digits as format xxxxxx12345):

6. Date of Birth (DD/MM/YYYY) & Age:


7. E-mail address with telephone/Mobile number:

8. Post held at present with name of Dept./ Ministry

9. Nature of appointment ( Adhoc/Deputation/Regular or else) and Date from which the present post held

10. Whether employee of Central Govt. / State Govt. /PSU/UTs/Autonomous Body

11. Present basic pay, scale of pay and total emoluments drawn per month:



Recent Passport  
size photograph  
(Self Attested)



12. Educational Qualification:

Examination	Name of University/ Board Institute	Subjects taken	Year of Passing	Division	Percentage

13. Brief particulars of nature of duties performed in last 10 years

Sl. No	Name of Ministry/Dept.	Period (DD/MM/YYYY)		Post Held	Nature of work done
		From	To		

14. Knowledge of Computer:

MS Word	
MS Excel	
MS Power point presentation	
Any other (Please specify)	

15. Additional information, if any, in support of your suitability for the post:

16. Whether belong to SC/ST/OBC

17. Choice of location (Please tick anyone)

Location	Tick here
Ambala	
Panchkula	
Any of the above	

18. Remarks, if any:

Date:

Signature of the Applicant

Mobile No.

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)

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.

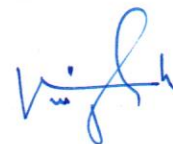
The terms & conditions governing the deputation of Group "B" (Gazetted & Non-Gazetted) / Group C staff in Department of Telecommunication shall be as under: -

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.

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

		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)

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)

**Declaration**

- I. I \_\_\_\_\_ hereby declare that my posting in the O/o Addl. Deputy General Telecom Haryana LSA, Department of Telecommunication 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/organisation for any rules/orders governing deputation.

Place: .....

Date: ...../...../.....

Signature of the Official

**Countersigned**

Signature of the  
Controlling Officer with seal



**Certificate to be recorded by the Head of Department**

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

Certified that:

- i. The particulars given by the applicant are true and have been verified from the service record.
- ii. The applicant, if selected, will be relieved immediately.
- iii. Copies of ACR/APARs for the last Five years are enclosed.
- iv. No Disciplinary/Vigilance case is pending or contemplated against him/her. There is nothing against the candidate which makes him ineligible for consideration of appointment to the post applied for.
- v. No major/ minor penalty is in force or current against the official.
- vi. It is certified that the integrity of the official is beyond doubt.

Signature of the Head of Department with Official Seal