

अपर महानिदेशक दूरसंचार का कार्यालय
बिहार अनुज्ञप्ति सेवा क्षेत्र
Office of Additional DG Telecom
Bihar License Service Area
Email : srddg.br-dgt-dot@gov.in
Office: 0612 – 250 6220



भारत सरकार
Government of India

संचार मंत्रालय, दूरसंचार विभाग
तीसरी एवं सातवीं मंजिल, टेलीफोन भवन
आर ब्लॉक, पटना - 800001 बिहार
Ministry of Communications
Department of Telecommunications
3rd and 7th Floor, Telephone Bhawan
R Block, Patna – 800001 Bihar

No. 146/1/2025-Admin/3390058
Dated at Patna: 08-04-2025

Office Order

SUBJECT: Extension of last date of submission of applications for filling up of Telecom Assistant (TA) and Lower Division Clerk (LDC) Group 'C' posts in O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna on deputation (including short-term contract) basis- reg.

The last date of submission applications for filling up of Telecom Assistant (TA) and Lower Division Clerk (LDC) Group 'C' Posts in O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna on deputation basis, invited through Vacancy Circular Notification No. 146/1/2025-Admin/3359335 Dated at Patna: 20-02-2025 (enclosed for ready reference).

2. In order to widen participation of candidates and to attract best talent, it has been decided to accept further applications, with the last date for submission of applications extended to 30th April, 2025, giving additional chance to the candidates, who have not yet applied and are interested and wish to apply for the said process.
3. However, all other terms and conditions of the Vacancy Circular Notification No. 146/1/2025-Admin/3359335 Dated at Patna: 20-02-2025 including eligibility criteria, age limit, quantification etc. for applying for the posts shall remain unchanged.
4. This is issued with the approval of Additional DGT, Bihar LSA.

Digitally signed by
Manish Kumar
Date: 08-04-2025
(Manish Kumar)
Director (A)

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No. 146/1/2025-Admin/3359335

Dated at Patna: 20-02-2025

NOTIFICATION

SUB: Vacancy circular for filling up of Telecom Assistant (TA) and Lower Division Clerk (LDC) Group 'C' posts in O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna on deputation (including short-term contract) basis- reg.

It is proposed to fill up the posts of Lower Division Clerk (LDC) and Telecom Assistant (TA) Group 'C' posts in O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna on deputation (including short-term contract) basis from among the staff working in Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized 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
Telecom Assistant (TA)	Level 5 in the pay matrix (Rs. 29200-92300)	1
Lower Division Clerk (LDC)	Level 2 in the pay matrix (Rs. 19900-63200)	2

2. One (1) TA post and Two (2) LDC posts are vacant in the O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna . Eligibility criteria and Nature of duties is enclosed at **Annexure-I** and application form is enclosed at **Annexure-II**.

3. Period of deputation:

The period of deputation shall be for an initial period of '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-III**), 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 (including short-term contract) shall be not exceeding **56 years** as on the closing date of receipt of applications.

6. **Selection Procedure:**

(i) A selection panel shall be constituted for this purpose and it will be valid for a period of 6 months. The decision of the department in the matter of selection of officials shall be final and binding. Suitable candidates may also be called for interaction/interview.

(ii) Eligible and willing candidates may apply through proper channel in prescribed format. 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:

(a) Application in prescribed proforma- **Annexure-II**.

(b) Statement giving details of Major/Minor penalties, imposed upon the Officer, if any during the last ten (10) years.

(c) Vigilance Clearance/Integrity Certificate.

(d) 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.

(e) Declaration in prescribed proforma. (**Annexure-IV**)

(f) Certificate recorded by the Head of Department while forwarding the application. (**Annexure-V**)

7. **Application may be forwarded to:**

The applications of suitable and eligible officers complete in all respects, in the prescribed format, along with documents listed above may be forwarded to **the Director(Admin), O/o Addl. DGT, DoT, Bihar LSA, 3rd and 7th floor, Telephone Bhawan, R-Block, Patna- 800001.**

8. **Closing date for submission of applications : 31/03/2025**

9. 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.

10. Applications received after the last date or not forwarded through proper channel or without prescribed documents or otherwise found incomplete would be summarily rejected.

Encl: As above.

Digitally signed by
DEEPAK SINGH
Date: 20-02-2025
15:52:28
(Deepak Singh)
ADG(A)

To,

- 1. All Ministries/ Departments of the GoI with a 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 for information to:

1. The DDG (A&HR), O/o DGT HQ, New Delhi.
2. The DDG (Estt.)/Director (Estt.), DoT HQ, New Delhi.
3. The Director (IT), DoT HQ, New Delhi for publishing on DoT website under 'Vacancies'.
4. Notice Board.

Annexure-I**Eligibility criteria****1. Lower Division Clerk (LDC):**

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

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

(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; **and**

b. possessing the qualifications:

(i) 12th pass from a recognized Board.

(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.)

2. Telecom Assistant (TA):

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

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

(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; **or**

(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**

b. possessing the qualifications:

Essential: 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 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 from a recognized University or Institute.

Note1: Qualifications are relaxable at the discretion of Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.

Note2: 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.

Nature of duties

Duties may be assigned in any of the following verticals in O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna:

- (i) Service Compliance – CAF audit, EMR audit, Service Testing, Roll out obligation, etc.
- (ii) Technology – Secured dedicated telecom network, Time synchronization of Telecom network, Disaster Technology management, Interconnect Exchanges, Inspection of licensed network, Advocacy & public awareness, PMWANI, etc.
- (iii) 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.
- (iv) Rural – Rural connectivity for DBT, verification of USO sites, RF coverage testing, Telecom connectivity checking, coverage in tribal hamlets, SLBC, etc.
- (v) Admin – Legal, PG & Vigilance – Admin, DDO works, Personnel grievances, Building, Court cases, Misc. Admin activities.

Annexure-II**APPLICATION FORMAT FOR DEPUTATION FOR THE POST OF LOWER
DIVISION CLERK (LDC)/ TELECOM ASSISTANT (TA)**

<p>Recent Passport size photograph (Self attested)</p>
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1. Name of the official (in block letters) : _____
2. Date of Birth & Age : _____
3. Post held at present with name
of the Dept./Ministry : _____
4. Whether employee of Central Govt./
State Govt./PSU/UTs/Autonomous Body : _____
5. Present Pay Scale & Pay Drawn : _____
6. Educational Qualifications:

Exami nation	Name of Universit y/Board Institute	Subjects taken	Year of Passing	Divi sion	Perce ntage

7. Working experience including extent
of working with computer : _____
8. Date from which present post held : _____
9. Brief service particulars (enclose a
separate sheet if space is insufficient) : _____
10. Nature of appointment i.e. whether
Adhoc/Deputation/Regular or else : _____
11. Nature of duties performed (enclose a
separate sheet if space is insufficient) : _____

12. Whether belongs to SC/ST/OBC : _____
13. Whether served in the Dept. of Telecommunications on Deputation basis. If so, the period of deputation and name of Circle/Station where served : _____
14. Remarks, if any : _____

Signature of the Applicant

Annexure-IV**DECLARATION**

- I. I _____ hereby declare that my posting as LDC/TA in the O/o Additional DGT, Department of Telecommunications, Bihar LSA, Patna 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 rules/orders governing deputation.

Place:

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

Signature of the Official

Annexure-V**Certificate to be recorded by the Head of Department while forwarding
the application**

Certified that:

1. The particulars given by the applicant are true and have been verified from the service record.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APARs for the last Five years are enclosed.
4. 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.
5. No major/ minor penalty is in force or current against the official.
6. It is certified that the integrity of the official is beyond doubt.

**Signature of the Head of Department
with official seal**