फा.सं. 1-3/2021-ई.सी./ 1180-1244

राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद
श्री अरविंद मार्ग, नई दिल्ली -110016
(स्थापना समन्वय अनुभाग)

दिनांक : 18.02.2021

परिपत्र

विषय : **Filling up of the posts of Personal Assistant in TRAI (HQ), New Delhi on Deputation on Foreign Service terms – reg.**

उपरोक्त विषय पर Under Secretary, Government of India, Ministry of Education, Department of Schhol Education and Literacy, Shastri Bahwan, New Delhi से प्राप्त पत्र संख्या 17-1/2021-EE.1 दिनांक 11.02.2021 की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु ई-ऑफिस (KMS) एवं ई-मेल द्वारा परिचालित की जा रही है।

यह सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।

18/2/2021
(रजनी डल)
अवर सचिव

संलग्नक: उपरोकतानुसार

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. एन.आई.ई. के सभी विभागों के अध्यक्ष।
5. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव, एन.सी.ई.आर.टी.।
8. एन.आई.ई. के सभी अनुभाग/प्रकोष्ठ।
9. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी।
10. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
11. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
12. सचिव, एन.सी.ई.आर.टी. के निजी सहायक।
13. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. – परिषद की वेबसाइट पर अपलोड करने हेतु।

**direc r**

**From:** r10samplay@gmail.com
**Sent:** Friday, February 12, 2021 3:12 PM
**To:** L Sweety Changsan; R.C. Meena; Santosh Kumar Yadav; MANEESH GARG IAS; Vipin Kumar; Purnendu Kishore Banerjee; Ms Geetu Joshi; likharvinayak@gmail.com; Venkatramana R
**Cc:** Vinayak Garg; Nidhi Panday; cm@nios.ac.in; commissionernvs@yahoo.com; cp@ncte-india.org; Sridhar Srivastava ; Manoj Ahuja; directorctsa@gmail.com; kvs.commissioner@gmail.com; nbb.admin@gmail.com; daemhrd@gmail.com; jddaemhrd@gmail.com
**Subject:** Filling up of the posts of Personal Assistant in TRAI (HQ), New Delhi on Deputation on Foreign Service terms-reg.
**Attachments:** 02122021151052.pdf

Sir/Madam,

Please find enclosed a note No. 17-1/2021-EE.1 along with enclosures dated 11.02.2021 on the subject mentioned above, details of which are self explanatory.

निदेशक कार्यालय
डायरी सं 667
दिनांक 16/02/2021
रा.शै.अ.प्र.प., नई दिल्ली

Regards

EE.1 Section
Department of School Education and Literacy
Ministry of Education

Dy no 80/EE
17/02/21

USC (EC) 15/2/21

Ms. Divya 16/02/2021

F. No. 17-1/2021-EE.1
Government of India
Ministry of Education
Department of School Education and Literacy
***

Rm No. 130-C, Shastri Bhawan
New Delhi, dated 11th February, 2021

**Subject:** **Filling up of the posts of Personal Assistant in TRAI (HQ), New Delhi on Deputation on Foreign Service terms-reg.**

Pleaser find attached a copy of letter dated 08.02.2021 from Shri V.K. Goel, Senior Research Officer (A&P), Telecome Regulatory Authority of India (TRAI), New Delhi on the above mentioned subject, for information and necessary action.

(Encl. as above)

Rajesh Samplay

**(Rajesh Samplay)**
**Under Secretary (EE.-I)**

JS (Inst.)
JS (EE 1)
JS (SS.II)
JS (SS.I)
JS (AE& Coord)
EA (SE & L)
DDG (Stat.)

Copy to:

Heads of all Autonomous organizations.

भारतीय दूरसंचार विनियामक प्राधिकरण
TELECOM REGULATORY AUTHORITY OF INDIA
महानगर दूरसंचार भवन, जवाहर लाल नेहरू मार्ग,
पुराना मिन्टो रोड, जाकिर हुसैन कॉलेज के पास,
नई दिल्ली-110002

TRAI

संख्या 1-02/2021-प्रशासन एवं कार्मिक

दिनांक:08.02.2021

To,

All Ministries/Department of Government of India,
Central Public Sector Undertakings, Statutory & Autonomous Bodies.
*(As per list enclosed : through mail)*

**Sub:- Filling up of the posts of Personal Assistant in TRAI Headquarter, New Delhi on deputation on foreign service terms – reg.**

Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz. TRAI Act, 1997. TRAI has been established to regulate the Telecommunications Services and to protect the interest of service providers and consumers of the telecom sector, to promote and ensure orderly growth of the telecom sector and for matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from 2004.

2. The Organization proposes to fill up of the **posts of Personal Assistant in its headquarter, New Delhi** on deputation on foreign service terms, **initially for a period of three years**. The details of eligibility criteria and experience etc., are given as under:-

| **Name of Post** | **Personal Assistant** |
|---|---|
| Pay scale/ Pay Level: | Level-6 (Rs. 35400-112400) in the Pay Matrix as per 7th CPC plus allowances such as DA, HRA etc. as per Govt. Rules.<br><br>*[Pre-revised PB-2 Rs.9300-34800+ GP Rs. 4200/-]* |
| Eligibility criteria: | Officials of Central Government, Central Public Sector Undertakings and Statutory and Autonomous Bodies:<br><br>(i) Holding equivalent post on regular basis or<br><br>(ii) 6 years of regular service in the grade of Stenographer Grade 'D' in the PB-1 Rs. 5200-20200+GP Rs.2400 (Under 6th CPC) [Revised in Level-4 as per 7th CPC]<br><br>The official must possess the working knowledge of computer. |

3. The appointment will be made on deputation on foreign service terms and will be governed by the instructions issued by the DoP&Trg. OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010, as amended from time to time. **The maximum age for appointment on deputation shall in no case exceed 56 years on the date of closing of applications in TRAI.**

Contd....P/2

संख्या 1-02/2021-प्रशासन एवं कार्मिक

दिनांक:08.02.2021

4. All the Ministries/Departments, Central Public Sector Undertakings and Statutory and Autonomous Bodies are requested to forward applications in the prescribed proforma (***can be downloaded from TRAI's website www.trai.gov.in***) along with attested copies of ACRs/APARs for the last five years and vigilance/disciplinary clearance of eligible candidates whose services could be placed at the disposal of the Authority immediately in the event of their selection. The application should be sent in an envelope superscribing the post applied for to the **Senior Research Officer (A&P), Telecom Regulatory Authority of India, Mahanagar Door Sanchar Bhawan, J.L. Nehru Marg (Old Minto Road), next to Zakir Hussain College, New Delhi-110002 on or before 15th March, 2021**.

Yours faithfully,

8/2/2021

**(Vinay Kumar Goel)**
**Senior Research Officer (A&P)**
**Tel: 011- 23664-213**

Copy to *(through mail)*:-

1. Sr. PPS to Secretary, TRAI
2. All Principal Advisors/Advisors [HQ] & [ROs], TRAI.
3. JA (IT) - with a request to upload the same in the TRAI website.
4. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
5. Notice Board.

**APPLICATION FOR THE POST OF**
**IN HEAD QUARTER OF T.R.A.I.**

**Passport Size photograph duly attested by the present employer**

1. Name of applicant with Complete Office Address, e-mail & Telephone No. (in Block letters) ... ... ...

2. Residential Address with Phone No.

3. Date of Birth (in Christian era) ... ... ...

4. Whether belongs to SC/ST ... ... ...

5. Date of retirement under Central/State Govt. Rules ... ... ...

6. Educational Qualifications ... ... ...

7. Whether belongs to Organised Gr. A Service Yes/No
If Yes, then mention Name of Service and Batch

8.. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) ... ... ...

| | | Qualification/ Experience required | Qualification /Experience possessed by the officer |
|---|---|---|---|
| Essential | (1)<br>(2)<br>(3) | | |

9. Post held on regular (i.e. substantive) basis and the date from which held with pay scale

10. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post ... ... ...

11. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient ... ... ...

P.T.O.

| Office/Instt/ Orgn. | Post held | From | To | Scale of pay and basic pay | Nature of duties |
|---|---|---|---|---|---|
| | | | | | |

12. Nature of present employment, i.e. adhoc or temporary or permanent ... ... ...

13. In case the present employment is held on deputation/contract basis, please state

    a) The date of initial appointment ... ... ...
    b) The period of appointment on deputation/ contract ... ... ...
    c) Name of the parent office/organization to which you belong ... ... ...

14. Training/Courses attended ... ... ...

15. Additional details about your present employment Please state whether working under –

    a) Central Government ... ... ...
    b) State Government ... ... ...
    c) Autonomous Organizations ... ... ...
    d) Government Undertakings ... ... ...
    e) Universities ... ... ...

16. Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

17. Total emoluments per month now drawn ... ... ...

18. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

19. Remarks ... ... ...

Date:

(SIGNATURE)

Mobile No. .....

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority