



भारतीय दूरसंचार विनियामक प्राधिकरण  
महानगर दूरसंचार भवन, जवाहरलाल नेहरू मार्ग,  
पुराना मिंटो रोड़, जाकिर हुसैन कालेज के समीप,  
नई दिल्ली-110002



File No. 1-01/2023-A&P

Dated: 31 January, 2023

To,

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

**Sub: Filling up of the post of Personal Assistant in TRAI (HQ), New Delhi on deputation on foreign service terms – Reg.**

Sir,

Telecom Regulatory Authority of India (TRAI), New Delhi, is a statutory body set up under an Act of Parliament viz. the 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 **the post of Personal Assistant at its Headquarter, New Delhi on deputation on foreign service terms, initially for a period of two years.** The required qualification and experience for the said post are given below:-

Name of Post	Personal Assistant
Pay scale/ Pay Level:	Level-6 (Rs. 35400-112400) in the Pay Matrix as per 7 <sup>th</sup> CPC plus allowances such as DA, HRA etc. as per Govt. Rules. <i>[Pre-revised PB-2 Rs.9300-34800+ GP Rs. 4200/-]</i>
Eligibility criteria:	Officials of Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies:  (i) Holding equivalent post on regular basis or  (ii) 6 years of regular service in the grade of Stenographer Grade 'D' in the PB-1 Rs. 5200-20200+GP Rs.2400 (Under 6 <sup>th</sup> CPC) [Revised in Level-4 as per 7 <sup>th</sup> CPC]  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 17<sup>th</sup> 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.**

*Handwritten signature*

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4. All the Ministries/Departments, Central Public Sector Undertakings and Statutory and Autonomous Bodies of Government of India are requested to forward applications in the prescribed proforma (*can be downloaded from TRAI's website [www.trai.gov.in](http://www.trai.gov.in)*) along with attested copies of ACRs/APARs for the last five years, vigilance/disciplinary clearance and cadre 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 **Deputy Advisor (HR), Telecom Regulatory Authority of India, Mahanagar Door Sanchar Bhawan, J. L. Nehru Marg (Old Minto Road), Next to Zakir Hussain College, New Delhi-110002 upto 10<sup>th</sup> March, 2023.**

Yours faithfully,

*Del*  
*31/1/2023*

**(Vinay Kumar Goel)**  
Deputy Advisor (HR)  
Tel: 011-23664-189

Copy to (Through e-mail):-

- 1) Sr. PPS to Secretary, TRAI
- 2) All Principal Advisors/Advisors [HQ] & [ROs], TRAI.
- 3) JA (IT) - with a request to post 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) The Deputy Director General (Employment), Ministry of Labour & Employment, Shram Shakti Bhavan, New Delhi-110001: with a request to post the same of NCS Portal.
- 6) Notice Board