

# TELECOM REGULATORY AUTHORITY OF INDIA

Mahanagar Doorsanchar Bhawan, J.L. Nehru Marg, (Old Minto Road)

Next to Zakir Husain College, New Delhi - 110 002

**File NO. 1-6/2012-A&P**

**Dated: 09<sup>th</sup> February, 2012**

To

All Central Public Sector Undertakings,  
Statutory and Autonomous Bodies.

**Sub: Calling applications for filling up the posts of Private Secretary (PB-2 Rs.9300-34800+Rs. 4600(GP), Personal Assistant (PB-2 Rs. 9300-34800 +4200 (GP) and Stenographer (Hindi) (PB-1 Rs.5200-20200+2400 (GP) respectively in TRAI on deputation on foreign service basis.**

Reference is invited to Telecom Regulatory Authority of India (TRAI), New Delhi, circular dated 02<sup>nd</sup> January, 2012 calling applications for filling up the posts of Private Secretary, Personal Assistant and Stenographer (Hindi) respectively in TRAI on deputation on foreign service terms initially for a period of two years. The details of qualification and experience etc., are reproduced as under:

<b>Name of the Post</b>	<b>Scale of Pay</b>	<b>Qualification/eligibility</b>
Private Secretary	PB-2 Rs.9300-34800+ Grade Pay Rs.4600 plus allowances such as DA, HRA etc. as per Govt. Rules.	a) Officers of Central Public Sector Undertakings / Statutory and Autonomous Bodies (i) holding equivalent post on regular basis or (ii) with 6 years of regular service in the grade of Personal Assistant in pay band PB-2 Rs.9300-34800 with grade pay of Rs.4200.  b) The officer must possess the working knowledge of computer.
Personal Assistant	PB-2 Rs.9300-34800+ Grade Pay Rs.4200 plus allowances such as DA, HRA etc. as per Govt. Rules.	a) Officers of Central Public Sector Undertakings / Statutory and Autonomous Bodies (i) holding equivalent post on regular basis or (ii) with 6 years of regular service in the grade of Stenographer Grade D in pay band PB-1 Rs.5200-20200 with grade pay of Rs.2400.  b) The officer must possess the working knowledge of computer.
Stenographer (Hindi)	PB-1Rs.5200-0200 + Grade Pay 2400 plus allowances such as DA, HRA etc. as per Govt. Rules.	Officials of Central Public Sector Undertakings and Statutory and Autonomous Bodies (i) holding equivalent post or (ii) Lower Division Clerk with a speed of 80 w.p.m. in Stenography (Hindi) and typing speed of 30 w.p.m. and possessing working knowledge of computer

3. **How to apply:-** All Central PSUs, Statutory and Autonomous Bodies 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)) alongwith attested copies of ACRs 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 so as to reach the Technical 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 **09<sup>th</sup> March, 2012.**

Yours faithfully,



(M.D.Pathak)

**Technical Officer (A&P)**

**Tel: 011-23232674**

**Fax. 011-23233017**

Copy to:-

- 1) Sr. PPS to Secretary
- 2) SRO(IT) - with a request to post the same in the TRAI website.