

# 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. 1-2/2011-A&P

Dated: 25<sup>th</sup> May, 2011

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.**

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 propose to prepare a panel of officials having the required experience for appointment as Private Secretary, Personal Assistant and Stenographer (Hindi) on deputation on foreign service terms initially for a period of two years. The details of qualification and experience etc., are as under:

Name of the Post	Scale of Pay	Qualification/eligibility
Private Secretary	PB-2 Rs.9300-34800+ Grade Pay Rs.4600 (revised) 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 (revised) 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.

Contd..P/2

Stenographer (Hindi)	PB-1 Rs.5200-20200+ 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
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**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.traigov.in](http://www.traigov.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 **24<sup>th</sup> June 2011.**

Yours faithfully,



(M.D.Pathak)

**Technical Officer (A&P)**

**Tel: 23213107**

Copy to:-

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