

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhavan, J.L. Nehru Marg (Old Minto Road)
Next to Zakir Hussain College, New Delhi – 110 002

VACANCY NOTICE NO. 1-2/2010-A&P (III)

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| Date of Issue : 9 th June, 2010 |
| Deadline for applications: 8 th July, 2010 |
| Post : Four posts of Senior Research Officer for different Divisions of TRAI |
| Type of Appointment : Deputation from Ministries and Departments of Central Government/Public Sector Undertakings/Statutory and Autonomous Bodies initially for a period two years |
| Scale of Pay and other allowances: a) Pay Band-3, Rs.15600-39100 + GP Rs.6600. b) Allowances such as DA, HRA, etc. as per Govt. Rules. c) Medical facility as admissible to the employees of TRAI. |
| Date of joining: As soon as possible. |
| Duty Station: New Delhi |

TELECOM REGULATORY AUTHORITY OF INDIA

The 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's mission is to create and nurture conditions for the growth of telecommunication including broadcasting and cable services in the country in a manner and at a pace which will enable India to play a leading role in the emerging global information society. The goals and objectives of TRAI are focused towards providing a regulatory regime that facilitates achievement of the objectives of the Telecom Policy of Govt. of India.

2. Eligibility conditions:

- i) Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies (i) holding equivalent post on regular basis or (ii) officers in Junior Time Scale with four years of regular service in that grade or seven years of regular service in the grade of Section Officer or equivalent or seven years of combined service on regular basis in the Junior Time Scale/ Section Officer's grade. The Officer must be conversant with working on computer.



- ii) The candidate should be preferably in the age group of 35-40 years as on the date of closing of applications.

3. Educational qualifications, work experience required and duties to be performed for each post is indicated in the enclosed Annexure.

4. These posts have been exempted from the rule of immediate absorption for a period of three years by Department of Pension & Pensioners Welfare for appointment on deputation.

5. **How to apply** :

All the Ministries/Departments/Public Sector Undertakings/Statutory and Autonomous bodies are requested to forward applications in the enclosed proforma (which can also be downloaded from TRAI website: (www.trai.gov.in), along with attested copies of ACRs for the last five years, vigilance clearance and integrity certificate of eligible candidates, whose services could be placed immediately at the disposal of the Authority in the event of their selection. The application should be sent in an envelope super-scribing the post applied for so as to reach the Senior Research Officer (A&P), Telecom Regulatory Authority of India, Mahanagar Doorsanchar Bhavan, Jawaharlal Nehru Marg, (Old Minto Road), Next to Zakir Hussain College, New Delhi – 110 002 on or before 8th July, 2010.



(S.D. Sharma)
Deputy Advisor (HR&OS)

Copy to All Ministries/Departments of Government of India, Public Sector Undertakings, Statutory & Autonomous Bodies.

Internal circulation for information to:

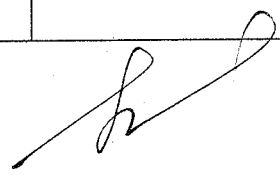
1. PPS to Secretary, TRAI
2. All Principal Advisors/Advisors, TRAI
3. SRO (IT) – He is requested to post the circular on the TRAI website.
4. Notice Board

Name of the Division: SECRETARY OFFICE, TRAI

| Post | Duties to be performed | Qualification Required | Work experience required |
|------------------------------|--|--|---|
| S-1 SRO (Coordination) | <ul style="list-style-type: none"> Organizing meetings of Authority, preparation of minutes and follow up action. Handling Parliament matters and RTI cases. Compliance requirement of ISO with Certification. Organizing meetings of Quality Management System and follow up action. Monitoring of plans/projects undertaken by TRAI and formulation of necessary Budget proposals for these projects. | <p>A Post-Graduate Degree in any discipline from a recognized university.</p> <p>(P.G. Diploma in Project Management or Associate Member of Institute of Company Secretaries of India will be preferred)</p> | <p>Essential :</p> <ul style="list-style-type: none"> A minimum of three years' experience in the following areas : <ul style="list-style-type: none"> Drafting of agenda notes and handling of Board Meetings of PSUs/Statutory Authority Meetings, preparation of minutes and follow up action. Handling of Quality Management System. Must have working knowledge of computers and use of Project Management Tools. <p>Desirable :</p> <ul style="list-style-type: none"> Handling of RTI matters. Handling of Parliament matters and Budget matters. |

Name of the Division: ADMINISTRATION & HUMAN RESOURCE MANAGEMENT

| Post | Duties to be performed | Qualification Required | Work Experience Required |
|---|--|--|--|
| <p>S-2 SRO (Communication)</p> | <p>Supervision and control of matters relating to:</p> <ul style="list-style-type: none"> • Issue of Press Releases • Interaction with Print and Electronic Media • Publication of advertisements through DAVP. • Organizing Open House Discussions and meetings of TRAI. • Obtaining political clearance from MEA in respect of official visits abroad of Authority and TRAI officers. • Protocol duties for Authority as well as other visiting dignitaries. | <p>A Post-Graduate Degree from a recognized University</p> <p>(Post-Graduate Diploma in Mass Communication/ Journalism from a recognized University will be preferred)</p> | <p>Essential:</p> <ul style="list-style-type: none"> • A minimum of three years' experience in supervisory capacity in handling matters related to media management, publication, administration of Official Language Act, performance of Protocol duties in a Government organization/ Statutory Authority. • Must have working knowledge of computers. <p>Desirable:</p> <ul style="list-style-type: none"> • Handling of Parliament Matters. • Experience in handling Open House Discussions and also issue of advertisements through DAVP. |



Name of the Division: Financial Analysis & Internal Finance

| Post | Duties to be performed | Qualification Required | Work Experience Required |
|--------------------|---|---|--|
| S-9 SRO (FA-II) | <ul style="list-style-type: none"> • Compilation of information/data of Gross Revenue/Adjusted Gross Revenue etc. and its analysis • Ensure compliance of Accounting Separation Regulation. • Analysis of Data of Accounting Separation Reports submitted by the Service Providers • Maintenance and analysis of financial statements of telecom service providers • Keep track of cost, revenue, investment and profitability trends and its application in forecasting • Preparation of study papers • Handling of Parliament Questions/ RTI matters/Court cases | <p>A Post-Graduate Degree with Commerce/ Economics as a subject or Membership of Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India</p> <p>(Ph. D in Economics/Commerce/ Finance will be preferred)</p> | <p>Essential:</p> <ul style="list-style-type: none"> • A minimum of three years' experience of Analysis of financial statements e.g. Balance Sheet, Profit & Loss Account, Cash Flow statement etc. • Knowledge of Management Information System (MIS) and reporting • Developing of cost of capital/cost methodology for tariff fixation etc • Must have working knowledge of computers <p>Desirable:</p> <ul style="list-style-type: none"> • Skill to use financial models/financial ratios to analyze regulatory and annual accounts • Presentation skills including Power point presentation. |

Name of the Division: Broadcasting and Cable Services (B&CS)

| Post | Duties to be performed | Qualification Required | Work Experience Required |
|---------------------------------|---|--|--|
| S-32 SRO (Cable Services) | <ul style="list-style-type: none">• Dealing with all regulatory aspects relating to Cable TV Services.• Analysis, data interpretation and drafting for consultation papers, regulations and recommendations on related issues.• Handling the issue of digitalization of Cable TV Services.• Handling of Court cases. | A Degree in Engineering or A Post-Graduate Degree in Science from a recognized University. (A post-Graduate Degree in Engineering will be preferred). | <p>Essential:</p> <ul style="list-style-type: none">• A minimum of three years' experience in Broadcasting and Cable services field.• Must have adequate knowledge /understanding of regulatory laws and policy issues in the related field and exposure to planning, operation/maintenance of a communication/cable network.• Must have working knowledge of computers. <p>Desirable:</p> <ul style="list-style-type: none">• Exposure to Broadcasting and Cable Services Sector regulatory environment.• Should have proficiency in maintaining databases and generating reports from them.• Experience in drafting consultation papers and regulations.• Experience in handling court cases. |

