

Telecom Regulatory Authority of India
Maha Nagar Door Sanchar Bhavan, Jawahar Lal Nehru Marg
(Old Minto Road), New Delhi - 110002.

No. 1-15/2007-A&P

Dated: 9th July, 2007

To

All Ministries/Departments/Government of India and PSUs.

Sub:- Calling applications for filling up the post of 'Private Secretary' (Rs. 6500-200-10500/-) in TRAI on deputation on foreign service basis.

The Telecom Regulatory Authority of India (TRAI), New Delhi, had called for applications for filling up the posts of **Private Secretary** vide its circular of even number dated 1st May, 2007. The requisite qualification and experience required for the aforesaid posts and other details are reproduced below:

<i>S.No.</i>	<i>Name of the Post</i>	<i>Scale of Pay</i>	<i>Qualification/eligibility</i>
1.	Private Secretary	Rs.6500-200-10500/- plus allowances such as DA, HRA, CCA etc. as per Govt. Rules.	a) Officers of the Central/ State Govt./PSUs (i) holding equivalent post on regular basis or (ii) officers with 6 years of regular service in the grade of Personal Assistant in the scale of pay of Rs. 5500-175-9000/- or equivalent. b) The officer must possess the working knowledge of computer.

2. The last date for receipt of applications has been **extended to 31st July, 2007.**

3. All the Ministries/Departments/PSUs are requested to forward applications in the **enclosed proforma** (also available in TRAI's website www.trai.gov.in/vacancies.asp) alongwith attested copies of ACRs for the last five years and vigilance clearance of eligible candidates, whose services could be placed at the disposal of the Authority immediately. The curriculum vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidate for appointment to the post of Private Secretary on deputation basis.

Yours faithfully,
Sd/-

(Sarvjeet Singh)

Sr. Research Officer (A&P)

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