

Telecom Regulatory Authority of India

A-2/14, Safdarjung Enclave, New Delhi – 110 029.

No. 1-5/2002-A&PDated: 17th April, 2006

To

All Ministries/Departments/Government of India and PSUs.

Sub:-Filling up the post of 'PS' in TRAI on deputation on foreign service basis.

The Telecom Regulatory Authority of India (TRAI), New Delhi, is a statutory body set up under an Act of Parliament named TRAI Act, 1997. The organization proposes to prepare a panel of 'Private Secretary' for appointment against likely vacancies, on deputation on foreign service terms, initially for a *period of two years*. The details of qualification and experience etc are as under:-

<i>S.No.</i>	<i>Name of the Post</i>	<i>Scale of Pay</i>	<i>Qualification/eligibility</i>
1.	Private Secretary	Rs.6500-10500/- 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 Rs5500-9000/-or equivalent. b) The officer must possess the working knowledge of computer.

2. TRAI is a statutory body and has been exempted from the rule of immediate absorption upto 23.01.2008 by Department of Pension & Pensioner's Welfare.

3. All the Ministries/ Departments/ PSUs are requested to forward applications in the enclosed proforma 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.

4. Last date for receipt of the application complete in all respect is **31.05.2006**

Yours faithfully,

(Sarvjeet Singh)

Sr. Research Officer (A&P)

Tel. No. 26101985

APPLICATION FOR THE POST OF _____ IN T.R.A.I.

1. Name and Address (in Block letters)

2. Date of Birth (in Christian era).....

3. Whether belongs to SC/ST.....

4. Date of retirement under Central/State Govt. Rules

5. Educational Qualifications.....

6. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).....

		Qualification/ Experience required	Qualification /Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular basis and the date from which
held with pay scale

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post

9. Details of Employment, in chronological order,
enclose a separate sheet, duly authenticated by
your signature, if the space below is insufficient.....

P.T.O.

Office/Instt/Post held	From	To	Scale of pay	Nature of
Orgn. and basic pay				duties

10. Nature of present employment, i.e. adhoc or
temporary or permanent

11. In case the present employment is held on
deputation/contract basis, please state

a) The date of initial appointment

b) The period of appointment on deputation/
contract.....

c) Name of the parent office/organization to

which you belong

12. Training/Courses attended

13. Additional details about your present employment

Please state whether working under –

- a) Central Government.....
- b) State Government.....
- c) Autonomous Organizations.....
- d) Government Undertakings.....
- e) Universities

14. Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

15. Total emoluments per month now drawn

16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

17. Remarks

Date: (SIGNATURE)

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct.