

HR-LSA/Admin/2025/Deployment\_TA\_LDC\_GrC\_Posts//I/3249650/2025

**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**O/o Additional Director General Telecom, Haryana LSA**  
**3rd Floor, ITPC Administrative Building, Sector-20, Panchkula-134117**

Dated 12-02-2025

**VACANCY CIRCULAR**

**Subject: Vacancy circular for the Group 'C' posts of Lower Division Clerk (LDC) and Telecom Assistant (TA) in the O/o Addl. DGT, Haryana LSA on deputation basis.**

It is proposed to fill up the posts of Lower Division Clerk (LDC) and Telecom Assistant (TA) Group 'C' posts on deputation basis from among the staff working in Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Statutory and Autonomous Bodies as per the details given below.

Name of the Post	Scale of Pay (as per 7th Pay Commission)	No. of vacant posts
Lower Division Clerk (LDC)	Level 2 of the pay matrix (Rs. 19900-63200)	2
Telecom Assistant (TA)	Level 5 in the pay matrix (Rs. 29200-92300)	1

2. Two (2) numbers of LDC and One (1) TA posts are vacant in the O/o Addl. DGT, Haryana LSA. The location of posting will be either at Panchkula or Ambala. Eligibility criteria and Job Profile is enclosed at **Annexure-A** and application form is enclosed at **Annexure-B**.

3. **Period of deputation:** The period of deputation shall be initially for 1 year which may be further extended on administrative grounds or till regular incumbent joins whichever is earlier. The deputation can be terminated at any time prior to completion of deputation tenure as per requirement.

4. **Regulation of pay and other terms of deputation:** The pay and terms and conditions for deputation of the officials selected shall be regulated as per DoT

OM no. 20-01/2023-SEA.II dated 31.10.2023 and its corrigendum dated 01.11.2023 (**Annexure-C**), as the case may be, or any other instructions as amended from time to time.

5 . **Age limit:** The maximum age-limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

6. **Selection Procedure:**

- a. The selection procedure will be as decided by the Competent Authority. Addl. Director General (Telecom), HR LSA reserves the right to accept or reject in part or in full any or all the responses without assigning reasons whatsoever.
- b. Eligible and willing candidates may apply through proper channel in prescribed format **Annexure-B**

7. Cadre Authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in prescribed proforma-**Annexure-B**.
- ii. Statement giving details of Major/Minor penalties, imposed upon the Officer, if any during the last ten (10) years.
- iii. Vigilance Clearance/Integrity Certificate.
- iv. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.
- v. Declaration in prescribed proforma. (**Annexure-D**)
- vi. Certificate recorded by Head of Department while forwarding the application (**Annexure-E**).

8. The applications of suitable and eligible officers complete in all respects, in the prescribed format, along with documents listed above may be forwarded to :-

Sh. Vikas Gupta,  
AD (Admin-I),  
O/o Addl. DGT, Haryana LSA  
Department of Telecommunications,  
3rd Floor, I.T.P.C. Building, Sector-20, Panchkula-134117

9 . The last date for receipt of application is 6 weeks from the date of publication of this circular.

10. Before forwarding the applications, Competent authority must certify that information furnished by the applicants are verified with their service record and found correct and should also countersign the application with the office seal.

11. Applications received after the last date or not forwarded through proper channel or without prescribed documents or otherwise found incomplete would be summarily rejected.

12. For any clarification /query in this regard applicants may contact the Admin section of the Haryana LSA on email [sdea.hr-dgt-dot@gov.in](mailto:sdea.hr-dgt-dot@gov.in)

Digitally signed by  
NEETU

Date: 12-02-2025

ADG (Admin)

10:15:06

**O/o Addl. DGT, HR LSA**

To

1. All Ministries/ Departments of the Govt request that the vacancy notification may be given wide publicity in the attached and subordinate offices under them.
2. All the State Governments and Union Territories with a request that the vacancy notification may be given wide publicity in their various departments/ offices.
3. All Public Sector Undertakings/ Recognized Research Institutions/ Statutory and Autonomous bodies/ Universities.

**Copy to:**

1. DOT (Establishment), DoT HQ, New Delhi
2. DDG (Admin & HR), DGT HQ, New Delhi
3. Director (IT), DoT HQ, New Delhi with a request to publish the notification DoT Website under 'Vacancies'
4. CGMT , BSNL , Haryana Telecomm Circle.

## 5. CGMT , BSNL , Punjab Telecomm Circle

**Eligibility criteria:**

**1. Lower Division Clerk (LDC):**

Officers of the Central Government or State Government, Union Territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institutions:

(a) Holding analogous post on regular basis in the parent cadre or department; or with three years' service rendered after appointment to the post on a regular basis in Level-1 in the pay matrix (Rs. 18000-56900) or equivalent in the parent cadre or department; and

(b) possessing the qualifications: 12<sup>th</sup> pass from a recognised Board.

**Desirable:**

A typing speed of 35 words per minute (w.p.m.) in English or 30 words per minute (w.p.m.) in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour (KDPH) / 9000 Key Depressions Per Hour (KDPH) on an average of 5 key depressions for each word.)

**Note:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

**2. Telecom Assistant (TA):**

Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institutions:

(a) Holding analogous post on a regular basis in the parent cadre or department; or with five years' service rendered after appointment to the post on a regular basis in level 4 in the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department; or with

ten years' service rendered after appointment to the post on a regular basis in level 3 in the pay matrix (Rs.21700-69100) or equivalent in the parent cadre or department; and

(b) possessing the qualifications: Minimum three years Engineering Diploma in Telecommunications or Electronics or Electrical or Electronics and Communications or Computer Science or Information Technology or Cyber Security and Big Data Analysis or Internet of Things (IoT) or Instrumentation from a recognized Institute or University.

or

Bachelor of Science (B.Sc.) in Electronics or Computer Science or Information Technology from a recognized University or Institute.

**Desirable:**

(i) Bachelor's Degree in Engineering in Telecommunications or Electrical or Electronics or Electronics and Communication or Computer Science or Information Technology or Instrumentation Engineering from a recognized Institute or University;

or

(ii) Master of Science (M.Sc.) in Electronics or Computer Science or Information Technology from a recognized University or Institute.

Note: Qualifications are relaxable at the discretion of Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.

**Note:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

## **Job Profile:**

Duties may be assigned in any of the works being carried out in Haryana LSA, DOT:

- a. Service Compliance – CAF audit, EMR audit, Service Testing, Roll out obligation, etc.
- b. Technology – Secured dedicated telecom network, Time synchronization of Telecom network, Disaster Technology management, Interconnect Exchanges, Inspection of licensed network, Advocacy & public awareness, PMWANI, etc.
- c. Security – Operation & maintenance of CMS/ IMS, curbing illegal activities, control over clandestine/ illegal operation of telecom networks, Analysis of CDR / SDR and other security activity assigned from time to time.
- d. Rural – Rural connectivity for DBT, verification of USO sites, RF coverage testing, Telecom connectivity checking, coverage in tribal hamlets, SLBC, etc.
- e. Admin – Legal, PG & Vigilance – Admin, DDO works, Personnel grievances, Building, Court cases, Misc. Admin activities.