

F.No. 36-1/2014-Admn.I  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
20, Ashoka Road, 915, Sanchar Bhavan  
New Delhi-110- 001.

Dated the 4<sup>th</sup> June, 2014

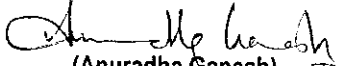
**ORDER**

The sanction of the competent authority is hereby conveyed for the creation of the following temporary posts on the personal establishment of the Minister of Communications & Information Technology (Shri Ravi Shankar Prasad) with effect from 27.05.2014 till the Minister demits office.

Sl. No.	Name of the Post	No. of the Post	Pay Scale/Pay Band (in rupees)	Grade Pay(in Rupees)
1.	Private Secretary	1	(PB-3) ( ₹ 15600-39100)	7600
			(PB-4) ( ₹ 37400-67000/)	8700
2.	Addl. Private Secretary	2	(PB-3) ( ₹ 15600-39100)	6600
3	Asstt. Private Secretary	2	(PB-2) ( ₹ 9300-34800)	4800
			(PB-3) ( ₹ 15600-39100)	5400 (to PS/ SO of CSSS/CSS who have completed four years of 'approved service' in the grade
4	First P.A.	1	PB-2 ( ₹ 9300-34800)	4800
			(PB-3) ( ₹ 15600-39100)	5400 (to PS/ SO of CSSS/CSS who have completed four years of 'approved service' in the grade
5	Second P.A.	1	(PB-2) ( ₹ 9300-34800/-)	4600
6	Hindi Stenographer	1	(PB-2) ( ₹ 9300-34800/-)	4200
7	LDC	1	(PB-1) ( ₹ 5200-20200)	1900
8	Driver	1	(PB-1) ( ₹ 5200-20200)	1900
9	Attendant	1	(PB-1) ( ₹ 5200-20200)	1800
10	Peon	4	(PB-1) ( ₹ 5200-20200)	1800
Total		15		

2. The expenditure involved will be debitable to the Major Head "3451-Secretariat Economic Services; 345100090-Secretariat; 68-Secretariat-Min. of Communications" and will be met from the Budget grant of the Department of Telecommunications for the financial year 2014-15 onwards.

3. This sanction issues with the concurrence of DOT Finance vide Dy. No. 1910-M/F/14 dated 30.05.2014.

  
(Anuradha Ganesh)  
Under Secretary (Admn.I)

Copy to:-

1. Budget/Cash/Pay Bill/Admn.II/Admn.IV./Lib./PHA DOT.
2. ADG(F), DoT- w.r.t Dy. No. 22/22-ADG(Fin.)/2014 , dated 03.06.2014
3. PAO (Hqrs.), DOT.
4. JS (A), DoT
5. O/o Hon'ble MOC(C&IT)
6. Director(IT), DoT for placing this order on DoT's website

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4. JS (A), DoT
5. O/o Hon'ble MOC(C&IT)
6. Director(IT), DoT for placing this order on DoT's website

F.No.30-48/2013-Admn.I  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Room No. 415, Sanchar Bhavan, 20 Ashoka Road, New Delhi-1

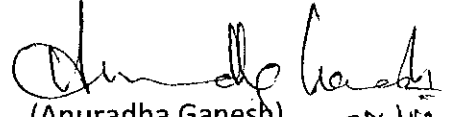
Date: 2 /06/2014

OFFICE MEMORANDUM

**Subject: Circular No.4-ITPO(1)/E-1/2012 dated 19<sup>th</sup> May 2014 of India Trade Promotion Organisation (ITPO) for filling up the post of Officer on Special Duty(Admin) in 43200-66000-IDA E-7 scale -reg.**

Please find enclosed herewith above mentioned vacancy Circular dated 19<sup>th</sup> May 2014 of ITPO for information and necessary action.

2. The concerned cadre controlling authorities are requested to circulate the same amongst the eligible officers under their administrative control.

  
(Anuradha Ganesh)  
Under Secretary (Admn.I) 2/6/14  
Ph.23036210

Encl: as above

To

1. Sr.DDG(BW), DoT
2. DDG(Estt.), DoT
3. DDG(FEB), DoT
4. DS(Admn.II), DoT
5. Dir(RT)/Dir(T)/Dir(P&RB), DoT
- ✓ 6. Dir(IT-IV), for uploading circular on website of DoT.



No. 4-ITPO(1)/E-1/2012  
19<sup>th</sup> May, 2014

**CIRCULAR**

**Filling up of the post of Officer on Special Duty(Admin) on deputation basis in ITPO.**

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Government of India. It is the nodal agency for trade promotion of the country through the medium of trade fairs and exhibitions and maintains state-of-the art exhibition complex, popularly known as Pragati Maidan, in New Delhi.

2. It is proposed to fill up one post of Officer on Special Duty(Admn) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (43200-66000- IDA E-7scale). The post of OSD(Admn) is very crucial and has important nature of responsibilities in HR and Admin. The eligibility requirements of the post are as follows:

- (a) Should hold the post in the pay scale of 37400-67000 with Grade Pay of Rs 8700 (Central DA Pattern).
- (b) Should have a wide range of experience in the area of HR and Administrative functions.
- (c) Should also have experience in organizing big events/celebrations involving VIPs.
- (d) Should be clear from vigilance angle.

3. The above vacancy may be widely circulated and applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years may be forwarded to ITPO by 30<sup>th</sup> June, 2014 for consideration. Terms of deputation will be as per Govt. of India/DPE guidelines.

Contd.....2

19/05/2014

19/05/14  
30/5/14

M. Curwala

29/05/14

SO (Admn)

Asst  
29/5/14

Sr. Madhu, Armt

4. Application not forwarded through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years will not be considered.

Yours sincerely,

M<sup>A</sup>  
19/05/2014  
(Malay Shrivastava)

**Encl : Format**

All Ministry/Departments of Govt. of India

All Chief Secretaries of the State Government

8

**APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMN)  
IN INDIA TRADE PROMOTION ORGANISATION**

1. Name & Address
2. Contact No.
3. Date of Birth
4. Date of Superannuation
5. Service Cadre to which he/she belongs
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer
7. Educational Qualifications
8. Details of Employment in chronological order.

***(Enclosed a separate sheet, duly authenticated, if space below is insufficient)***

Office/Institution/ Organisation	Post held	From To	Scale of Pay	Nature of Duties
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9. Cadre Controlling Authority
10. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Place:

Date :

Signature of the candidate


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No.1-1/2014-Admn.I  
Govt. of India  
Ministry of Communications & IT  
Department of Telecommunications

Dated, the 4<sup>th</sup> June, 2014

Subject: - Intimation for last date of receipt of applications for the post of Member (Technology), Telecom Commission.

Director (IT-IV), DoT may kindly arrange to upload the enclosed circular on the DoT's website under 'Vacancies' and 'What is new' menu.

  
(O.S Ashok)  
Deputy Secretary (Admn.I)  
23712521

Encls: - As above

Director (IT-IV)  
Department of Telecom  
New Delhi



**LAST DATE FOR RECEIVING OF THE APPLICATION FOR THE POST OF MEMBER  
(TECHNOLOGY) IN THE TELECOM COMMISSION, MINISTRY OF COMMUNICATIONS  
AND INFORMATION TECHNOLOGY**

The vacancy for the post of Member (Technology), Telecom Commission has been published in the leading Newspapers 21.05.2014. The applications are invited within 45 days from the date of publication i.e. on or before 04.07.2014.



(O.S Ashok)

Deputy Secretary to the Govt of India  
Department of Telecommunications  
Room No. 307, Sanchar Bhawan,  
20 Ashoka Road, New Delhi-110001  
Tel. No. 23712521