

No.A.32013/09/2016-Admn.II  
भारत सरकार / Government of India  
संचार मंत्रालय / Ministry of Communications  
दूरसंचार विभाग / Department of Telecommunications  
415, संचार भवन, 20 अशोका रोड /415, Sanchar Bhavan, 20 Ashoka  
Road,  
नई दिल्ली / New Delhi-110001

Date: 2017

OFFICE MEMORANDUM

**Subject: Filling up post of Senior Administrative Officer, Wireless Monitoring Organisation, Head Quarter, New Delhi, Department of Telecommunications in the level 11 of Pay Matrix ( pre revised pay scale PB-3 of Rs.15600-39100/- plus the Grade Pay of Rs.6600/- ) on transfer on deputation.**

It is proposed to fill up one post of Senior Administrative Officer, Group 'A', Gazetted, Ministerial in the level 11 of Pay Matrix ( pre revised pay scale PB-3 of Rs.15600-39100/- plus the Grade Pay of Rs.6600/- ) in Wireless Monitoring Organisation, Head Quarter, New Delhi a subordinate office of Department of Telecommunications on transfer on deputation basis.

2. The mode of appointment is by promotion/ transfer on deputation failing which by direct recruitment.

3. The eligibility criteria is as follows:-

Officers under the Central Government/ State Government:

(a) (i) Holding analogous posts; or

(ii) With 5 years' regular service in the posts in the Level 10 of Pay matrix (Pay Band PB-3 of Rs. 15600-39100/- plus the Grade Pay of Rs.5400/- pre-revised pay scale) or equivalent; or

(iii) With 8 years' service in the posts in the Level 7 of Pay matrix ( Pay Band -2 of G.P:- Rs. 4600/- as per pre revised pay scale) Or equivalent; And

(b) Possessing experience of administration, establishment and accounts matters.

4. The departmental Administrative Officer of the Monitoring Organisation with 8 years' of regular service will also apply for the post, however, in case of their selection for appointment to the post, the same shall be deemed to have been filled by promotion.

5. The pay of the officer selected will be regulated in accordance with the Ministry of Finance OM No.F.1(11) E.III/B-75 dated 07.11.1975, as amended from time to time.

6. Applications, in duplicate, in the prescribed format given in Annexure, of the interested officers who are eligible for consideration as per the requirements and can spared in the event of their selection, may be sent to the undersigned along with photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary , Vigilance Clearance, Integrity Certificate, Statement of Minor/Major Penalty, if any, imposed on the officer during the last ten years within a period of 60 days from the date of publication of this advertisement in the employment News/Rojgar Samachar. Officer who volunteer for the post will not be permitted to withdrawal their names later. Incomplete applications or the applications received after the last date shall not be considered.

Encl: a/a

Signature valid

Digitally signed by Anil  
Kumar Singh  
Date: 2017.08.28  
12:26:53 IST

(Anil Kumar Singh)

Under Secretary to the Government of India

Tele: 2303 6884

To

1. All Ministries/ Department of Government of India.
2. All Sections/Units of Deptt. of Telecom
3. Under Secretary (MM), DoP&T, North Block, New Delhi
4. Under Secretary (T), DoT – with the request that the above vacancy Circular may be got published in the next issue of Employment News.
5. Notice Board, DoT.

**BIO DATA PROFORMA**

Annexure 'A'

1	Name & Address in Block letters						
2	Date of Birth (in Christian era)						
3	Date of retirement under Central Govt.						
4	Educational Qualifications						
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in rules, state the authority for the same) <b>Essential</b> 1. 2. 3. <b>Desirable</b> 1. 2.	Qualification/ Experience required	Qualification/ Experience possessed by the officer				
6	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post						
7	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.						
	Office/Institute /Organization	Post held	From	To	Pay in Pay Band	Grade Pay	Nature of Duties
8	Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent.						
9	In case of present employment is held on deputation/contract basis, please state a. The date of initial appointment b. Period of appointment on deputation/contract c. Name of the parent office/organization to which you belong.						

10	Additional details about present employment Please state whether working under: a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities	
11	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.	
12	Total emoluments per month now drawn	
13	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)	
14	Whether belong to SC/ST	
15	Remarks	

Date :

Signature of the candidate  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned by Employer