

31-04/2024-Addl.DGT-MPLSA

**GOVT.OF INDIA****Ministry of Communications, Deptt. of Telecommunications****O/o Addl. Director General (Telecom), MP LSA****2nd Floor, Doorsanchar Bhawan, Arera Hills, Bhopal – 462027****DEPUTATION VACANCY CIRCULAR**

**Subject: Vacancy Circular to fill up vacant post of Telecom Assistant (TA), Lower Division Clerk (LDC) and Stenographer Grade-II - Group C Posts on deputation basis in Department of Telecommunications, Madhya Pradesh Licensed Service Area (LSA) at Bhopal & Raipur.**

Applications are invited for filling up vacant posts of Telecom Assistant (TA), Lower Division Clerk (LDC) and Stenographer Grade-II in Department of Telecommunications, Madhya Pradesh Licensed Service Area (LSA) at **Bhopal (MP) & Raipur (CG)** on **deputation basis** as per the details given below:-

| <b>Name of the post /Classification</b>                                                                 | <b>Scale of Pay (as per 7th Pay commission)</b> | <b>No of vacancies to be filled</b> | <b>Place of posting</b> |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------|-------------------------|
| Telecom Assistant (TA) General Central Service Group 'C' Non-Gazetted (Non-Ministerial)                 | Level 5 in the Pay Matrix (Rs.29,200-92,300)    | 01                                  | Bhopal                  |
| Stenographer Grade II (Group 'C' Post)<br>General Central Service, Group 'C', Non-Gazetted, Ministerial | Level-4 in the pay matrix (Rs. 25,500 - 81,100) | 01                                  | Bhopal                  |
|                                                                                                         |                                                 | 01                                  | Raipur                  |
| Lower Division Clerk (LDC) General Central Service Group 'C' Non-Gazetted (Non-Ministerial)             | Level 2 in the Pay Matrix (Rs.19,900-63,200)    | 01                                  | Bhopal                  |
|                                                                                                         |                                                 | 01                                  | Raipur                  |

- Application form is enclosed as Annexure I, II, III and IV.
- Period of deputation: The period of deputation shall be initially for One year(01) which may be extended or can be terminated on administrative grounds or till regular incumbent joins whichever is earlier.
- Eligibility conditions:

| <b>Name of Post</b> | <b>Educational Qualifications and Service Required</b> |
|---------------------|--------------------------------------------------------|
| <b>Telecom</b>      | <b>1. Educational Qualifications</b>                   |

|                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assistant (TA)</b><br>Level 5<br>(₹29,200–92,300)                                                                | <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-year Engineering Diploma in Telecommunications / Electronics / Electrical / Electronics &amp; Communication / Computer Science / IT / Cyber Security &amp; Big Data / IoT / Instrumentation from a recognized institute</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>B.Sc. in Electronics or Computer Science</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>B.E./B.Tech in relevant fields</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>M.Sc. in Electronics or Computer Science</li> </ul> <p><b>Note:</b> Qualifications relaxable at discretion of Competent Authority</p> <p><b>2. Service Required (Deputation):</b> Officials from Central/State Govt/UTs/PSUs/Autonomous bodies etc.:</p> <ul style="list-style-type: none"> <li>Holding analogous post</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>5 years' service in Level-4 (₹25,500–81,100)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>10 years' service in Level-3 (₹21,700–69,100)</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Deputation period: Max 3 years</li> <li>Max age: 56 years</li> </ul> |
| <b>Stenographer Grade II (Group 'C') General Central Service</b><br>Level-4 in the pay matrix (Rs. 25,500 - 81,100) | <p><b>1. Employees of Central Government, State Government, Union Territories, Central autonomous or statutory organisation, Central Public Sector Undertakings, Central Government University or Recognized Central Research Institutions:</b></p> <p>(i) Holding analogous posts on a regular basis in the parent cadre or Department;</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) With eight years' service rendered after appointment to the post on a regular basis in level-2 in the pay matrix (Rs.19900-63200) or equivalent in the parent cadre or Department;</p> <p><b>2. Educational Qualification:</b></p> <p>(i) 12th pass from a recognised Board</p> <p>(ii) Skill Test Norms:</p> <ul style="list-style-type: none"> <li>Dictation: 10 minutes at 80 words per minute</li> <li>Transcription: 50 minutes (English), 65 minutes (Hindi) - Only on computer.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Lower Division Clerk (LDC)</b><br>Level 2<br>(₹19,900–                                                           | <p><b>1. Educational Qualifications:</b></p> <p>(a) Essential:</p> <ul style="list-style-type: none"> <li>12th pass from recognized board</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 63,200) | <ul style="list-style-type: none"> <li>• Typing speed: 35 wpm (English) / 30 wpm (Hindi) (= 10500/9000 KDPH)</li> </ul> <p><b>2. Service Required (Deputation):</b> Officials from Central/State Govt/UTs/PSUs/Autonomous bodies etc.:</p> <ul style="list-style-type: none"> <li>• Holding analogous post</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• 3 years' service in Level-1 (₹18,000–56,900)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Deputation period: Max 3 years</li> <li>• Max age: 56 years</li> </ul> |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5. **Regulation of Terms and Conditions for deputation:** The Terms and Conditions for deputation of the officials selected shall be regulated as per DoPT DoT OM No.20-01/2023- SEA II dated 31.10.2023 and its corrigendum dated 01.11.2023.
6. **Age limit:** The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of applications.
7. **Selection procedure:** Eligible and willing candidates may apply through proper channel in the prescribed format. Head of Departments are requested to forward applications of eligible and willing candidates **along with attested copies of 5 years APAR, declaration, certification as mentioned in the application form, whose services can be spared on deputation, immediately on their selection, DDO certified Pay Slip of latest month.**
8. The applications of suitable and eligible officials complete in all respects in the prescribed format (Annexure) along with requisite documents may be forwarded to **Director (Admin), O/o Additional Director General Telecom, Madhya Pradesh (LSA), Doorsanchar Bhawan, Arera hills, Bhopal - 462027.** The advance copy of the application can be sent on email-id **dira.mp-dgt-dot@gov.in with ada3.mp-dgt-dot@gov.in in CC.** However, such applications will only be considered if duly signed physical copy of the same is received in this office, through proper channel.
9. The last date of receipt of application is **18.09.2026.**
10. Before forwarding the applications, the Competent Authority of the lending organization must certify that information furnished by the applicants are verified with their service records and found correct and should also be countersigned 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. The selection will be done as per the norms and extant rules on the subject.  
The decision of the Head of Madhya Pradesh LSA shall be final and binding.

**Assitant Director (Admin-3)**

**O/o Addl. DGT MP LSA Bhopal**

Digitally signed by  
Pushpa Yadav  
Date: 24-08-2026  
12:49:02

Enclosures: Annexure (Application Format)

**Copy to:**

1. All Central Government, State Government, Union Territories, Autonomous or Statutory Organisation, PSUs, University or recognised Research Institutions: with request to give wide publicity, display on Notice Board, and circulate this Vacancy Circular to all concerned and forward the requests from eligible/ willing candidates.
2. All CGMs of BSNL.
3. DDG(C)/ Dir(A) Raipur, CG.
4. Sr.DDG(Pers.),DoT HQ, New Delhi.
5. Director (Admn),DGT HQ, New Delhi.
6. Director (Estt.),DoT HQ, New Delhi

**APPLICATION FORM**

Ref: Vacancy Circular to fill up vacant post of Lower Division Clerk (LDC), Stenographer Grade-II and Telecom Assistant (TA) Group C Posts on deputation basis in Department of Telecommunications, Madhya Pradesh Licensed Service Area (LSA).

Name of the post applied for:  
(Applicants may tick one or more options, as applicable)

|                            |                          |
|----------------------------|--------------------------|
| Lower Division Clerk (LDC) | <input type="checkbox"/> |
| Stenographer Grade-II      | <input type="checkbox"/> |
| Telecom Assistant(TA)      | <input type="checkbox"/> |

RECENT PHOTO  
(Self-Attested)

Choice of place of posting \*\*: (Please tick whichever is applicable) (\*\*for the post of LDC and Steno only)  
Note:for post of TA, vacancy is only at Bhopal

|        |                          |
|--------|--------------------------|
| Bhopal | <input type="checkbox"/> |
| Raipur | <input type="checkbox"/> |

|                                     |  |
|-------------------------------------|--|
| <b>I. Personal details</b>          |  |
| a. Name ( <i>in Block letters</i> ) |  |
| b. Date of Birth DD/MM/YYYY         |  |
| c. Gender(M/F/others)               |  |
| d. Father's Name                    |  |
| e. Educational qualification        |  |
| f. Whether belongs to SC/ST/OBC     |  |
| g. Mobile No.                       |  |
| h. E-mail                           |  |
| i. Staff /HR No.                    |  |
| j. Aadhar No.                       |  |
| k. Communication address            |  |
| l. Permanent address                |  |
| <b>II. Official details</b>         |  |
| a. Present post held                |  |
| b. Present pay scale                |  |
| c. Organization and Office address  |  |
| d. Date of Entry in Service         |  |

|                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| e. Due Date of retirement                                                                                                           |  |
| f. Nature of Present employment (ad- hoc/ temporary/ permanent)                                                                     |  |
| g. Official ID card detail & attach a copy of same:                                                                                 |  |
| h. In case the present employment held on deputation, give details (substantive post/period of deputation/ parent organization etc) |  |
| i. Remarks, If any:                                                                                                                 |  |

III. Details of Employment, in chronological order since date of joining Government service. **(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):**

| Office/Institution | Post held on Regular Basis | From | To | Pay/Pay Scale of the post held on regular basis | Nature of duties |
|--------------------|----------------------------|------|----|-------------------------------------------------|------------------|
|                    |                            |      |    |                                                 |                  |
|                    |                            |      |    |                                                 |                  |

I have carefully gone through the vacancy circular/advertisement and the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate with date)**

**Countersigned by  
employer/competent authority (Name  
& Designation) with Seal**

**DECLARATION**

1. I..... hereby declare that my posting as..... O/o Addl. DGT, DoT, MPLSA, is purely on deputation basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.
2. I am not entitled to absorption as ..... in the Department of Telecommunications and therefore will not resort to lay any claim for the same.
3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or contravention of any provision in the rules/order governing deputation.

Place:

Date:

**Signature of the Official**

**Countersigned by  
employer/competent authority (Name  
& Designation) with Seal**

**Certification by the Employer/Competent authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. If selected, he/she will be relieved immediately.

Also certified that;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt  
----- and the applicant is clear from vigilance  
angle.
2. His / Her integrity is certified.
3. Photocopies of APARs/performance reports of the official for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
4. No major/minor penalty has been imposed on him/her during the last 10 years or  
A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
5. The information furnished by the applicant has been verified from his service records and found correct.

**Signature of the forwarding authority**

**(Name & Designation)**

**(Seal)**

**Checklist (Self attested):**

1. Annexure - I Application.
2. Annexure-II.
3. Annexure-III duly attested.
4. Attested copies of last 5 years APAR.
5. Copy of latest Month Salary Slip.
6. Copy of Official ID card.
7. Copy of proof of present address.