

भारत सरकार/**Government of India**  
संचार मंत्रालय/**Ministry of Communications**  
दूरसंचार विभाग/**Department of Telecommunications**  
राष्ट्रीय संचार अकादमी-प्रौद्योगिकी/**National Communications Academy-Technology**  
गाजियाबाद/**Ghaziabad**

No. 4-33/2025-NTI.Estt.

Dated: 23-10-2025

**VACANCY CIRCULAR**

**Subject: Vacancy circular for filling up the Group 'C' posts of Stenographer Grade-II in the O/o DG, NCA-T, Ghaziabad on deputation (including short term contract) basis – reg.**

It is proposed to fill up the posts of Stenographers Group 'C' posts on deputation (including short term contract) basis from among the staff working in Central or State Governments or Union Territories or Universities or Recognised Research Institutions or Statutory and Autonomous Bodies or Public Sector Undertakings (i.e. BSNL/MTNL etc.) as per the details given below:

#Name of the Post	Scale of Pay (as per 7 <sup>th</sup> Pay Commission)	No. of vacant posts
Stenographer Grade - II	Level 4 of the pay matrix (Rs. 25800 - 81100)	4

# Notified by DoT in the Gazette of India dated 19, August 2025 and allocated to NCA-T vide OM No. 9-11(01)/2024-Estt. dated 04-09-2025

2. The location of these Stenographer Grade - II posts will be at O/o DG, NCA-T, Ghaziabad.

3. **Period of deputation:** The period of deputation shall initially be for a period of 2 years or till joining of regular incumbent or till further orders, whichever is earlier. However, as per DoPT instructions regarding deputation, one can be appointed on deputation for an initial period of 3 years (as per RRs) and thereafter their deputation tenure can be extended up to 6<sup>th</sup> year with the orders of Secretary and for the 7<sup>th</sup> year, with the approval of Hon'ble Minister. which may be further extended on administrative grounds or till regular incumbent joins whichever is earlier.

4. **The deputation terms & conditions:** The 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-B**), or any other instructions issued from time to time by Central Government and BSNL/MTNL or any other lending organization.

5. **Age limit:** The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of

receipt of applications.

## 6. Educational and other qualifications:

Officers of the Central Government, State Government, Union Territories, autonomous or statutory organisation, University or Recognised Research Institutions, Public Sector Undertakings (i.e. BSNL/ MTNL etc.):

- a. (i) holding analogous posts on a regular basis in the parent cadre or Department;  
or  
(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;

**Note 1:** 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 organisation or Department of the Central Government shall ordinarily not exceed three years.

**Note 2:** The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding **56** years as on the closing date of receipt of applications;

**and** must possess the following qualification: -

- b.
  - i. 12th pass from a recognised Board.
  - ii. Skill Test norms:  
Dictation: 10 minutes at the rate of 80 words per minute.  
Transcription: 50 minutes (English), 65 minutes (Hindi)  
(Only on computer).

**Note 1:** Qualifications are relaxable at the discretion of Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

**Note 2:** The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or competent authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the Staff Selection Commission or competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

## 7. Selection Procedure:

- a. The selection procedure will be as decided by the Competent Authority.

Director General, NCA-T, Ghaziabad 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-A**

8. 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-A**.
- 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-C**)
- vi. Certificate recorded by Head of Department while forwarding the application (**Annexure-D**).

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

ADET (Estt.),  
O/o DG, NCA-T, Ghaziabad,  
Room No. 206, 2<sup>nd</sup> Floor, Admin Building,  
NCA-T Campus, Kamla Nehru Nagar, Ghaziabad,  
Uttar Pradesh – 201002

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

11. 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.

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

13. For any clarification/query in this regard, applicants may contact the Establishment Section of the NCA-T, Ghaziabad at email id : [adet.est-ncat@gov.in](mailto:adet.est-ncat@gov.in)

Subhash  
23.X.25

(Subhash Chandra Kesarwani)  
Director (Estt.)  
NCA-T, Ghaziabad

Copy forwarded to the following with a request to arrange for wide publicity of this notification in their Ministries/ Department/ attached and subordinate offices: -

1. All Ministries/ Department of the Govt. of India
2. All State Government & Union Territories
3. All Public Sector Undertakings/ Recognized Research Institutions/ Statutory and Autonomous bodies/ Universities.

Copy to: -

1. ADG (IT), DoT HQ, New Delhi with a request to publish the notification at DoT HQ, website under 'Vacancies'
2. AD (ICT), NCA-T, Ghaziabad with a request to publish the notification at NCA-T, website under 'Vacancies'
3. CGMT, BSNL, UP (West) Telecomm Circle, Meerut.
4. CGMT, BSNL, UP (East) Telecomm Circle, Lucknow.
5. CGMT, BSNL, Uttarakhand Telecomm Circle, Dehradun.
6. GMTD, BSNL, Ghaziabad.

**APPLICATION FOR DEPUTATION FOR THE POST OF Stenographer Grade-II, in  
O/o DG, NCA-T, Ghaziabad**

1. Name of post applied for.....

2. Name of the Official (in block letters):

3. Father's name:

4. Present Residential Address:

5. Aadhaar Number (Last six Digits as format xxxxxx123456):

6. Date of Birth (DD/MM/YYYY) &  
Age (as on closing date of application):

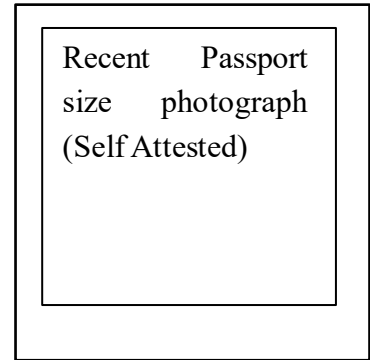
7. E-mail id & Telephone/ Mobile number:

8. Name of Deptt. / Ministry & Post held at present:

9. Nature of appointment (Adhoc/ Deputation/ Regular or else) & Date from which the  
present post held

10. Whether employee of Central Govt. / State Govt. / PSU/ UTs/Autonomous Body etc.

11. Present basic pay, scale of pay and total emoluments drawn per month:



12. Educational Qualification:

Sl. No.	Name of Examination	Name of University/ Board/ Institute	Subjects taken	Year of Passing	Division	Percentage

13. Brief particulars of nature of duties performed in last 10 years:

Sl. No	Name of Ministry/Deptt.	Period (DD/MM/YYYY)		Post Held	Nature of work done
		From	To		

14. Knowledge of Computer:

MS Word	
MS Excel	
MS Power point presentation	
Any other (Please specify)	

15. Additional information, if any, in support of your suitability to the post:

16. Whether belongs to SC/ST/OBC:

17. Remarks, if any:

Date:

(Signature of the Applicant)

Name:

Telephone/ Mobile No.:

Email-id :

No. 20-01/2023-SEA II  
Government of India  
Ministry of communication  
Department of Telecommunications.  
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: October 2023

**OFFICE MEMORANDUM**

Sub: The terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

The undersigned is directed to refer to this office OM No. 34-8/2001-SEA (Vol.II) dated 24.11.2017 and No. 20-02/2014-SEAI dated 22.12.2017 and enclose herewith a copy of the revised terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

This is issued with the approval of Secretary (T).

**Encl: As above.**

Signed by Harshvardhan  
Singh Khangarot  
Date: 31-10-2023 17:38:11  
Reason: Approved

Harshvardhan Singh Khangarot  
Director (SEA)  
011-23036059

To,

1. CGCA / DG(T)
2. All Heads of CCA offices / LSA field units.
3. DG, NICF
4. CMD, BSNL

Copy To,

1. PSO to Secretary (T)
2. PSO to Member (Finance/Technology/Services)

Department of Telecommunications  
(SEA-II Section)

Terms & Conditions for engagement of Group "B" (Non-Gazetted/ Gazetted) / Group "C" staff on deputation in DOT and its field offices.

The terms & conditions governing the deputation of Group "B" (Gazetted & Non-Gazetted) / Group C staff in Department of Telecommunication shall be as under: -

Sl. No.	Parameter	Terms and Conditions
1	Period of Deputation	The period of deputation shall be as per the provisions of the RRs of the post or 5 years in case no tenure regulations exist for the post.
2	Pay	The pay of the employee shall be fixed in accordance with DoPT instructions issued on the subject and amendments issued from time to time.
3	Dearness Allowance	DA as applicable to Central Government employees.
4	HRA / Transport Allowance	HRA/ Transport Allowance shall be paid at the rate admissible under the rules of the DoT, which are similar to that admissible under the rules of the Central Government.
5	Children Education Allowance	As per rules notified by the Central Government.
6	Joining Time Period and Pay	The DoT will pay to the officer his joining time pay for both ways. The joining time will be regulated under the Central Government Rules.
7	Transfer Travelling Allowance	The expenditure on transfer/ travelling allowance for joining duty in borrowing organization and repatriation from borrowing organization shall be borne by DoT as per the rules notified by the Central Government from time to time.
8	Admissibility of Travelling Allowances during journeys performed on tour for official purpose during the deputation period	The admissibility of travelling allowance on tour during the period of deputation shall be as per the rules notified by the Central Government from time to time.
9	Leave and Leave Salary Contribution	The employee will be governed by the Leave Rules as followed in the parent department during the deputation period in DoT. DoT will pay the Leave Salary Contribution at the rates notified and communicated by parent office to the extent of rule contained in Appendix-IV of FR&SR Part-I.

10	Provident Fund	Monthly EPF Contribution at the rate applicable from time to time on the basic pay drawn actually and IDA/CDA as the case may be, deducted from the salary of the officer plus matching contribution along with applicable administrative charge on that amount is to be remitted to the parent office within the due date. This will enable to earn pension and PF accumulation of the officer. DoT will also be liable to bear the interest and penalties imposed by the EPF authorities for the delay on the part of DoT for remitting the contribution to parent office. The rate applicable is to be communicated by the parent office to DoT.
11	Pension Contribution	Pension contribution in respect of absorbed employees is normally payable to GoI by BSNL on account of pension liability under rule 37 A of CCS (Pension) rules, 1972. Pension contribution in respect of BSNL employees on deputation to DoT shall be exempted from payment to GoI during the period of deputation of the employee in Govt. A remark to this effect will be recorded in the service record of the official during the period of deputation.
12	Gratuity	DoT is also liable to pay proportionate amount to the parent office on demand if any, on account of Gratuity, for the deputation period.
13	Insurance Scheme	During the period of deputation, the officer will continue to be governed by the insurance scheme applicable in the parent office. The DoT will ensure to remit the deductions towards insurance scheme to the parent office.
14	Leave Salary	The DoT will pay leave Salary in respect of disability leave granted on account of disability, if any, incurred in and through the period of deputation.
15	Leave Travel Concession	The officer will be governed by the LTC Rules of the Central Government and cost thereof will be borne by DoT.
16	Medical Facilities	The officer on deputation will be entitled to medical facilities as per the policy of the borrowing organization and CGHS card issued to the officer will be surrendered at the time of repatriation.
17	Residential Accommodation	The officer will be entitled for accommodation as per DoT officials and standard license fee will be regulated

		accordingly.
18	Incidence of Compensatory Allowance for the period of leave during or at the end of Foreign Service	The whole of the expenditure in respect of any compensatory allowance for the period during leave or at the end of the period of deputation shall be borne by the DoT.
19	Superannuation Pension Scheme	<ul style="list-style-type: none"> <li>• Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (i.e., 05/05/2016) whichever is later.</li> <li>• DDO's and NCDDO's to ensure that amount of Superannuation Pension Scheme contribution is remitted to BSNL by 10th of the following month.</li> <li>• The SPS contribution shall be drawn @5% of Basic + IDA with reference to notional Basic Pay in the parent cadre. In case, the deputationist stagnates in the parent cadre, the SPS contribution shall be calculated at the stagnated notional Basic Pay plus IDA thereon in the parent cadre.</li> </ul>
20	GPF	The deduction of subscription/recovery towards GPF made from the salary of these employees will be accounted in DoT in respect of the employees who are subscribers to GPF
21	Others	Term and conditions not defined shall be decided with mutual consent by both the sides.

In case of any dispute, in respect of interpretation of any of the aforesaid clauses, the decision of Secretary, DoT will be final and binding.



Harshvardhan Singh Khangarot  
Director (SEA)

No. 20-01/2023-SEA II  
Government of India  
Ministry of communication  
Department of Telecommunications.  
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: November 2023

**CORRIGENDUM**

Reference is invited to this office O.M. of even no. dated 31.10.2023 regarding the terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications. Under para 19 of the terms & conditions pertaining to the Superannuation Pension Scheme :-

"Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (ie. 05/05/2016), whichever is later"

may be read as follows:

"Employer contribution towards **BSNL** Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from the date of start of deputation in DoT or **the date of issuance of this O.M**, whichever is later."

2. All other contents of the O.M. dated 31.10.2023 shall remain unchanged.

Signed by Harshvardhan  
Singh Khangarot  
Date: 01-11-2023 19:20:54  
Reason: Approved

(Harshvardhan Singh Khangarot)  
Director (SEA)  
011-23036059

To,  
1. CGCA / DG(T)  
2. All Heads of CCA offices / LSA field units.  
3. DG, NICF  
4. CMD, BSNL

Copy To,  
1. PSO to Secretary (T)  
2. PSO to Member (Finance/Technology/Services)

**Declaration**

- I. I \_\_\_\_\_ hereby declare that my posting in the O/o Director General, NCA-T, Ghaziabad is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of services rendered by me on deputation basis.
- II. I am not entitled to absorption as \_\_\_\_\_ in the Department of Telecommunication and therefore will not resort to lay any claim for the same.
- III. I am liable to be repatriated to my parent department/organisation for any rules/orders governing deputation.

Place: .....

Date: ...../...../.....

Signature of the Official

**Countersigned**

Signature of the  
Controlling Officer with seal



**Certificate to be recorded by the Head of Department while forwarding the application.**

Certified that:

- i. The particulars given by the applicant are true and have been verified from the service record.
- ii. The applicant, if selected, will be relieved immediately.
- iii. Copies of ACR/APARs for the last Five years are enclosed.
- iv. No Disciplinary/ Vigilance case is pending or contemplated against him/ her. There is nothing against the candidate which makes him ineligible for consideration of appointment to the post applied for.
- v. No major/ minor penalty is in force or currently against the official.
- vi. It is certified that the integrity of the official is beyond doubt.

Signature of the Head of Department with Official Seal