भारतीय दूरसंचार विनियामक प्राधिकरण
TELECOM REGULATORY AUTHORITY OF INDIA
भारत सरकार / Government of India
सत्यमेव जयते
भादूविप्रा
TRAI

File.NO. A-25/4/(22)/2025-AP Dated: 01.10.2025

Vacancy Circular No. C-5/2025-26

Advertisement for Engagement of Consultant (Retired from Government Service) on Contract Basis in TRAI Regional Office, Jaipur.

Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz., TRAI Act, 1997. TRAI has been established to regulate the Telecommunications Services and to protect the interest of service providers and consumers of the telecom sector, to promote and ensure orderly growth of the telecom sector and for matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from 2004.

2. Applications are invited from eligible Indian Citizens for engagement as Individual Consultant **(Retired Government / PSU / Autonomous Body/ Statutory Body)** for the following position on contract basis:

(A) **CONSULTANT (Private Secretary)**

Name of the Unit: - TRAI Regional Office, Jaipur	
Particulars	**Details**
Name of the position	**Consultant (Private Secretary)**
Number of Consultants required	01 (One)
Monthly Remuneration	As per the **Table-I / Table-II** given in para 3
Time frame for which the Consultant is to be hired	Initial term of engagement shall be one year, which shall be extendable based on individual performance and future requirement of TRAI.
Age limit	Not more than 64 years of age as on the date of issue of this vacancy circular
Essential Qualification	**Bachelor's degree from a recognized University /Institution**
Post Qualification Experience	Officers Retired as PPS/PS/PA or equivalent from Centre/ State Ministry/ Department/ Organization/ Autonomous Body/ Statutory Body/ PSU carrying analogous post at a pay Level 8

	or above (as per 7th CPC) and having minimum 20 years of experience of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of officer, managing appointments/engagements attending to telephone calls and receiving visitors, maintaining paper required to be retained by the officer. Knowledge to operate computer with E-office is must.
Role & Responsibilities	The responsibilities will include, but are not limited to: i. Providing administrative and secretarial support to Advisor, TRAI RO Jaipur. ii. Managing Office Correspondence, official communications and documentation. iii. Scheduling appointments, meeting and travel arrangements for the Advisor. iv. Drafting, proof-reading and finalization of official documents, reports and presentations. v. Co-ordinating and organising events, seminars and conferences. vi. Ensuring effective office management by supporting day-to-day administrative activities.

3. **Monthly Remuneration:**

3.1 For Govt. Servants retired from Pensionable Organisations / DOT PSUs:

TABLE-I

S. No.	OM No. & Date	Applicable for	Methodology for fixation of Remuneration
1	Deptt. Of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020	Central Govt. retirees having pension.	A fixed monthly amount shall be admissible arrived by deducting the basic pension from the pay drawn at the time of retirement.
2	DoT Lt. No. 3-10/2014-SEA-I/Fin dated 29.03.2022	Retired DoT PSU's employees.	The equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis is to be ascertained. Then the notional pay of such post in Central Govt. may be arrived at by taking the mean of Cell-1 and Cell-10 of the

			corresponding Pay level of such post. The sum so arrived may be treated as last basic pay and 50% of such basic pay may be allowed as remuneration.
3	Deptt. Of Expenditure OM No. 03-25/2020-E.III(A)/ Pt dated 18.10.2023	Central Govt. retirees under the NPS.	An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration.

3.1.1. Transport allowance for Govt. Servants retired from Pensionable Organizations / DOT PSUs shall be fixed as per Deptt. Of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020

3.2 For Govt. Servants retired from Non-Pensionable Organisations including PSUs / Autonomous body / Statutory Body etc:

TABLE-II

S. No.	Category	Methodology for fixation of Remuneration	Transport Allowance
1	Retired from Non-Pensionable Organizations including PSU/Autonomous Body / Statutory Body etc.	An amount equivalent to last basic pay as drawn at the time of retirement from Non-Pensionable Organization plus 5% of basic for per year of additional post-retirement experience (rounded off) in the relevant field, if any.	Rs. 8000/- (Fixed) per month

4. The services of consultant will be governed as per Telecom Regulatory Authority of India Guidelines **No. A-25/4/(3)/2021-A&P dated 05.08.2025**. General Terms and conditions of engagement are enclosed as **Annexure-'A'.**

5. Eligible candidates desirous to be considered for the position of **Consultant** (Retired Government / PSU / Autonomous Body/ Statutory Body) **in TRAI Regional Office, Jaipur** may send their application through **online mode only** on **URL: https://vacancies.trai.gov.in**. The application(s) received by other modes such as Postal / E-Mail etc shall not be considered. **The last date for receipt of applications through online mode is 21.10.2025.** The self-attested copies of following documents may also be uploaded with the online application:

(a) Document showing the date of birth [10th class Mark Sheet (showing date of birth), Birth Certificate, PAN Card, Retirement Order Copy etc.]
(b) Educational qualification(s) [Mark Sheet from 10th onwards….]
(c) Post qualification experience/ employment.
(d) PPO copy (in case of retired from pensionable organization)
(e) Any other relevant documents.

6. Incomplete applications or applications received without supporting documents as mentioned in para 5 (a) to (d) above shall not be considered.

7. TRAI reserves the right to cancel the process of selection/appointment of Consultant (Retired Government / PSU / Autonomous Body/ Statutory Body) against this advertisement at any time without assigning any reason.

(D.S. Jadaun)
Senior Research Officer (HR)
email: sro-hr@trai.gov.in

Internal circulation for information: -

1. OSD, O/o Chairperson, TRAI
2. Sr. PPS /PPS to Member, TRAI
3. Sr. PPS to Secretary, TRAI
4. All Principal Advisors/Advisors [HQ], TRAI.
5. JA (IT) - with a request to upload the same in the TRAI website.
6. National Career Services (NCS) Portal
7. Notice Board.

ANNEXURE-A

Terms and Condition of Engagement (Hiring) of Consultant (Retired Government/PSU /Autonomous Body/Statutory Body) on Contract Basis in Telecom Regulatory Authority of India (TRAI)

1. **Duration of contract and Extension thereof:**

The Consultants will be hired for an initial period of one year. The Consultants shall be eligible for an extension on annual basis subject to requirement and suitability for TRAI up to the age of 65 years.

2. **General Conditions and Remuneration**:

2.1. **Consultant (Retired Government/PSU /Autonomous Body/Statutory Body Servant):**

Consultant (Retired Government/PSU /Autonomous Body/Statutory Body Servant) may be engaged in various disciplines as per requirement of Divisions of TRAI. The position, experience, age limit, remuneration, etc. of the Consultants to be engaged (hired) on contract basis by TRAI are as under:

TABLE-I

S. No.	Category	Minimum experience^$$ (number of completed Years)	Upper age limit*^ (years) as on date of issue of vacancy Circular	Monthly Remuneration (Rs.)	Transport Allowance (per month) ** (Rs.)
	(1)	(2)	(3)	(4)	(5)
(a)	**For Govt. Servants Retired from Pensionable Organizations**				
	Consultant retired from Pensionable Organization.	As per requirement against vacancy Circular issued by TRAI	64 years	See Table -II	
(b)	**For Govt. Servants Retired from DoT PSUs**				
	Consultant retired from DoT PSU.	As per requirement against vacancy Circular issued by TRAI	64 years	See Table -II	
(c)	**For Govt. Servants Retired from Non-Pensionable Organizations including PSU/Autonomous Body / Statutory Body etc.##**				
	Consultant retired from Non-Pensionable Organizations including PSU/Autonomous Body / Statutory Body etc.	As per requirement against vacancy Circular issued by TRAI	64 years	An amount equivalent to last basic pay as drawn at the time of retirement from Non-Pensionable Organization plus 5% of basic for per year of additional post-retirement experience (rounded off) in the	8000/- (Fixed)

S. No.	Category	Minimum experience^$$ (number of completed Years)	Upper age limit*^ (years) as on date of issue of vacancy Circular	Monthly Remuneration (Rs.)	Transport Allowance (per month) ** (Rs.)
	(1)	(2)	(3)	(4)	(5)
				relevant field, if any.	

In case of Pensionable Retired Government Servants / DoT PSU, the remuneration will be fixed in accordance with the Government of India directions issued in this regard from time to time. Presently following guidelines are applicable:

TABLE-II

S. No.	OM No. & date	Applicable for	Methodology for fixation of Remuneration
1	Deptt. Of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020	Central Govt. retirees having pension.	A fixed monthly amount shall be admissible arrived by deducting the basic pension from the pay drawn at the time of retirement.
2	DoT Lt. No. 3-10/2014-SEA-I/Fin dated 29.03.2022	Retired DoT PSU's employees.	The equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis is to be ascertained. Then the notional pay of such post in Central Govt. may be arrived at by taking the mean of Cell-1 and Cell-10 of the corresponding Pay level of such post. The sum so arrived may be treated as last basic pay and 50% of such basic pay may be allowed as remuneration.
3	Deptt. Of Expenditure OM No. 03-25/2020-E.III(A)/ Pt dated 18.10.2023	Central Govt. retirees under the NPS.	An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration.

***Age-Limit:** *The term of engagement for consultants may be extended up to the age of 65 years. However, the term may be extended up to the age of 70 years in deserving cases subject to performance and the requirement of TRAI. The engagement beyond 65 years and up to 70 years shall be with the approval of Chairperson TRAI keeping in view the candidate's good health & level of expertise.*

^As on the date of vacancy circular for a particular position. Notification for extension of last date of receipt of applications, if any, shall not be considered as vacancy circular for this purpose.

$$Vigilance Clearance shall be obtained in case of retired officials from Centre/ State Ministry/ Department/ Organization/ Autonomous Body/ Statutory Body/ PSU as per the extant CVC/ Government directions/ guidelines.

***Transport allowance for Govt. Servants retired from Pensionable Organizations / DOT*

PSUs shall be fixed as per Deptt. Of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020. The transport allowance shall remain unchanged during the duration of the contract. There will be no increment, annual or otherwise, during the contract period. No dearness allowance (DA) component shall be allowed on transport allowance.

##These positions are open to all government sector employees who retired from non-pensionable Centre/ State Ministry/ Department/ Organization/ Autonomous Body/ Statutory Body/ PSUs etc , subject to eligibility and other terms & conditions prescribed in these guidelines and relevant directions/ guidelines of Government, if any.

3. Contractual Terms and Conditions:

3.1. Legal Status:

The person engaged as Consultant under these guidelines shall not be regarded, for any purpose, as being staff member or an official of TRAI and shall be governed by the terms and conditions contained in these guidelines and the agreement entered into between TRAI and the Consultant. As such, nothing within or relating to the contract shall establish the relationship of employer and employee between TRAI and the Consultant. During the contract period or thereafter, the Consultant shall not claim to be an employee of TRAI. The Consultant shall mandatorily give an undertaking in this regard, as per **Annexure-I**, while entering into contract with TRAI.

3.2. Standards of Conduct:

The Consultant shall neither seek nor accept instructions from any Authority external to TRAI in connection with the performance of her/his obligations under the contract. The Consultant shall not take any action in respect of her/ his performance or otherwise related to its obligations under the contract that may adversely affect the interests of TRAI. The Consultant shall fulfil her/ his obligations with full regard to the interests of TRAI. The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of obligations under the contract. In the performance of the obligations under the contract, the Consultant shall comply with the expected standards of conduct. Failure to comply with the same shall be ground for the termination of the contract.

3.3. Assignment of Duties:

The Consultant shall be deployed for specific projects identified by the functional wings. The Competent Authority reserves the right to assign any additional duty also as and when required. No extra/ additional allowance shall be admissible in case of such additional assignment.

3.4. Termination:

3.4.1. TRAI reserves the right to terminate the contract by giving one month's notice, in writing, to the Consultant, without assigning any reason.

3.4.2. However, TRAI may also terminate the contract at any time, without prior notice and without assigning any reason, if in its opinion the Consultant is no longer required or has failed to discharge satisfactorily her/ his duties or obligations under the contract or has committed the breach of the contract. In case the notice given by TRAI for termination of contract is less than the requisite notice period or contract is terminated by TRAI without prior notice, the monthly remuneration for the period short of requisite notice period (calculated on pro rata basis) or one month's remuneration, shall be payable by TRAI.

3.4.3. The Consultant can also seek termination of the contract upon giving one month's written notice to TRAI. If the Consultant seek termination of the contract for the period short of one month's written notice to TRAI, she/ he shall require to pay the monthly remuneration for the period short of requisite notice period (calculated on pro rata basis).

3.5. Prohibition of Sexual Exploitation and Abuse:

In the performance of the contract, the Consultants shall comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Consultant acknowledges and agrees that any breach of the provisions thereof shall constitute a breach of an essential term of the contract and, in addition to any other legal right or remedies available to any person, shall be a ground for termination of the contract. If required, further appropriate legal action may also be recommended.

3.6. Medical Certificate:

TRAI may require the Consultant to submit a good health certificate from a registered Physician at the time of entering into the contract.

3.7. Basic Support Facility:

TRAI may provide basic support facilities such as office space, furniture, stationery, computer, laptop, calculator, access to Internet, etc. as may be required by the Consultant for proper and smooth discharge of her/ his duties. Such equipment and facilities provided to the Consultant shall be returned by the Consultant at the time of termination of the contract or when no longer needed by her/ him.

3.8. Confidentiality of Documents & Information:

The Consultants shall comply with the provisions of the Indian Official Secrets Act, 1923. She/ he shall not use the name, emblem, or official seal of TRAI for any commercial purpose other than discharging assigned duties. The Consultant shall sign an agreement of confidentiality, as per **Annexure-I**, while entering into contract with TRAI.

3.9. Intellectual Property Rights:

All intellectual property (including but not limited to copyrights, design rights,

know-how and trademarks) contained in the information and documents provided to the Consultant by TRAI shall remain the sole and exclusive property of TRAI. TRAI shall also own all intellectual property rights with regard to processes, ideas, technical/ consultation papers/ reports, documents or any other material which the Consultant has developed for TRAI under the contract, and which bears a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the duties assigned to the Consultant. The Consultant shall have no rights to such intellectual property whatsoever and shall not publish or make available such information, documents, or any other material in public domain or to any third party, without prior approval of TRAI.

3.10. Settlement of Disputes:

TRAI and the Consultant shall make best efforts to amicably settle any dispute, controversy or claim arising out of the contract or the breach, termination, or invalidity thereof.

3.11. Arbitration:

Any dispute, controversy or claim between the parties arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Chairperson, TRAI for arbitration. The Chairperson, TRAI may appoint an arbitrator for the settlement of such dispute/ controversy.

3.12. Conflict of Interest:

The Consultants are expected to follow all the applicable rules and regulations of TRAI/ Government of India which are in force. He/ she is also expected to display utmost honesty, secrecy of office, and sincerity while discharging her/ his duties. In case the services of the Consultants are not found to be satisfactory or found in conflict with the interests of TRAI, her/ his services will be liable to be terminated, without assigning any reason.

3.13. Residuary Matters:

In regard to matters not specifically covered by or under these guidelines, the terms and conditions given in the Manual for Procurement of Consultancy and Other Services 2017 as well as GFR 2017 issued by M/o Finance, Department of Expenditure shall be applicable.

4. Payment of Remuneration:

4.1. The monthly remuneration and transport allowance, as indicated in relevant paras above, shall be paid to the Consultant and no other allowances, such as Dearness Allowance and House Rent Allowance, shall be admissible.

4.2. The payment of consolidated remuneration will be released by TRAI, after deduction of applicable taxes, within one week of completion of the month, based on the attendance verified by the concerned Division. The Consultant/ shall invariably mark attendance on arrival in the office and at the time of leaving the office.

5. **Travelling Allowance**: The Consultants may be required to undertake domestic tours for official purposes, subject to the approval of the competent authority. The Travelling Allowance entitlement to Consultant will be as per his/her entitlement of the substantive post held by him/her at the time of retirement, subject to upper limit of entitlement as admissible to Joint Advisor in TRAI.

6. **Leave**:

6.1. The Consultants shall be eligible for paid leave of absence @ 1.5 day for each completed month of service under the contract, besides the Gazetted holidays.

6.2. The paid leaves accumulated during the duration of the contract can be availed during the currency of the contract only and cannot be carried forward to next year, in case of any extension of the contract.

6.3. The balance accumulated leaves, if any, at the year end of the contract / date of termination of the contract will be lapsed.

6.4. "No work no pay" will be applicable during the period of contract, if more than the prescribed leave is taken.

7. **Tax Deduction at Source**: The income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before releasing payment and any certificate as applicable will be issued. Any other applicable taxes or contribution payable by the Consultant on payment made under the contract shall be borne by Consultant only.

8. **Authenticity**: If any declaration given or information furnished by the Consultant proves to be false or if he/ she is found to have willfully suppressed any material information, the contract shall be liable to be terminated and TRAI may take such other action as deemed necessary.

9. **Compensation**: In the event of death or grievous injury to the Consultant during the course of her/ his duties, compensation, in any form, shall neither be payable to the Consultant nor to her/ his dependents. It shall be the sole responsibility of the Consultant to take adequate insurance policy to safeguard her/ his interest.

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