#### To be published in Part III- Section 4 of Extra-ordinary Gazette of India

#### TELECOM REGULATORY AUTHORITY OF INDIA NOTIFICATION New Delhi , the 15<sup>th</sup> February, 2001

No. 5-4/2000 – A&L - In exercise of the powers conferred by the Sections 10(1) and 36(1) of the Telecom Regulatory Authority of India Act, 1997 as amended from time to time the Telecom Regulatory Authority of India hereby makes the following Regulation governing appointment of the officers and other employees of TRAI.

## The Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001

#### (2 of 2001)

## PART I - PRELIMINARY

#### 1. Short title and commencement:

- (i) This Regulation shall be called the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001.
- (ii) It shall come into force from the date of its publication in the official Gazette.

#### 2. **Definitions**

In this Regulation, unless the context otherwise requires:

- (i) "Authority" means the Telecom Regulatory Authority of India.
- (ii) "Appointing Authority" means Chairperson of the Telecom Regulatory Authority of India or a Member of the Authority/Officer exercising delegated powers on his/her behalf,
- (iii) 'Selection Committee' means a committee constituted to consider selection for appointment, confirmation and promotion of officers/staff in any grade, in accordance with the Schedules to this Regulation;
- (iv) 'Grade' means a grade as specified in clauses 3 and 14.
- (v) 'Post' means any post in a grade whether permanent or temporary mentioned in Schedules of this Regulation;
- (vi) 'Regular Service' in relation to any grade means the period of service in that grade rendered in terms of clauses 4 and 15 of the Regulation and includes any period during which the officer/staff would have held the post in that grade but for being on leave or otherwise not being available for holding such post.

## PART II – REGULATIONS RELATING TO OFFICERS' CADRE

#### 3. Constitution of Officers' Cadre

#### (i) The officers' cadre shall consist of :

(a) any person who immediately before the constitution of this cadre was holding any post of an officer as listed in Table A below on deputation or on ad hoc appointment basis or on contract appointment basis and on offer for absorption in the officers' cadre of TRAI being made to him by the Authority exercise the option for absorption while in Telecom Regulatory Authority of India, and is regularized;

(b) any person appointed to a post under clause 5 after initial formation of the Officers' cadre.

(ii) Any person appointed under para (a) of sub-clause (i) above shall on such appointment be deemed to be a member of the cadre in the appropriate grade applicable to him/her from the date of his/her initial appointment with the Authority.

(iii) On the commencement of this Regulation there shall be the following posts in the Officers' cadre:-

## Table A. Officers' Cadre

Grade/post	Scale of Pay
Secretary Principal Advisor	1) As per pay scales as determined by rules applicable from time to
Advisor	time
Joint Advisor	2) Other terms and conditions as
Deputy Advisor/Senior Principal Private	prescribed
Secretary	
Senior Research Officer/Principal Private	
Secretary	
Technical Officer	
Section Officer/Private Secretary/Assistant	
Accounts officer/Librarian	

The Authority may decide from time to time as regards the number of grades and strength of the posts, as it may deem necessary.

(iv) The pay, on appointment in TRAI under the provisions above, shall normally be fixed at the minimum of the scale. The Authority may, however, fix it at a higher point in the scale keeping in view the seniority, pay already being drawn or suitability of the candidate.

## PART III - METHODS OF RECRUITMENT

#### 4. Initial constitution of the Officers' Cadre

The Officers' cadre shall be formed initially by absorption of the officers working in TRAI who on being offered opt for and are absorbed in TRAI's cadre. The service rendered by the officers in TRAI prior to the date of notification of this Regulation, will at the discretion of TRAI, be counted as regular service for the purpose of this Regulation.

#### 5. Method of Recruitment

(i) After initial formation of the Officers' Cadre, if any vacancy arises in any of the grades specified in sub clause (iii) of clause 3 or if a new post or posts is/are created in any of the grade, the same shall be filled up in the following manner:-

Name of the Post	Mode of recruitment	Qualification/Experience
Secretary	Promotion/ Deputation/ Direct Recruitment (DR)	As in Schedule I
Principal Advisor	-do-	-do-
Advisor	-do-	-do-
Jt. Advisor	-do-	-do-
Dy. Advisor/		
Senior. PPS	-do	-do-
Senior Research offi	icer/	
Principal Private Sec	cretary-do-	-do-
Technical Officer	-do-	-do-
Section Officer/Priv	/ate	
Secretary/Asstt. Ac	counts	
Officer/Librarian	-do-	-do-

(ii) Selection in each case under sub clause (i) of clause 5 shall be on the recommendations of the Selection Committee as specified in Schedule III.

## **PART IV - DIRECT RECRUITMENT**

#### 6. **Direct recruitment:**

Selection of candidate for appointment to various posts which are to be filled up by direct recruitment shall be made as per the procedure laid down below:

- a) The vacancies which are to be filled up shall be advertised at least in two leading national dailies.
- b) Applications which are not received by the last date mentioned in the advertisement or which are from candidates who do not satisfy the conditions laid down will not be entertained.
- c) From the remaining applications, the Appointing Authority will short-list the candidates who are to be called for an interview, provided that the Appointing Authority may choose to call all candidates for interview.
- d) Final selection of the candidate(s) will be made by the Appointing Authority on the basis of combined evaluation of the candidate's performance in the interview and his/her qualifications/job experience. The Authority may at its discretion, in cases where it considers it desirable, also stipulate whether examination of the candidates is a part of the selection process.
- e) The Appointing Authority, in its discretion, may maintain a panel of names of suitable candidates who may be offered employment against future vacancies in the concerned posts. Any such panel of names, if prepared and maintained, shall remain valid for a period not exceeding twelve months from the date of its approval.

Provided that if the Authority, without following the procedure mentioned above, is of the opinion that a person is suitable for a post under TRAI, the Authority shall be free to appoint that person directly in the appropriate grade.

7. Orders on reservation of posts for SC/ST/OBC and other categories which may be applicable currently will apply to these posts.

#### 8. **Qualifications and age limit:**

Minimum qualifications and age limit for appointment to cadre by direct recruitment shall be as specified in the Schedule I.

#### 9. Medical Examination:

No candidate who, after such medical examination as the Authority may prescribe, is not found to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the service shall be appointed to the Post. The fact that a candidate has been physically examined will not mean or imply that he/she shall be considered for appointment.

## PART V – APPOINTMENT BY PROMOTION

10. Appointment by promotion to different grades will be made from the lower grades as specified in the Schedule I.

11. Seniority:

- (i) The relative seniority of members of the cadre appointed to any grade at the time of initial formation of the cadre shall be fixed by the Authority and unless decided otherwise on account of special reasons be governed by their relative seniority obtaining on the date of commencement of this Regulation.
- (ii) All officers included in the initial formation of the cadre in any grade shall rank senior to all officers appointed to that grade subsequently unless an officer is appointed to a grade giving him specially a certain seniority in that grade.
- (iii) The seniority of an officer not covered by the above provisions shall be determined by the Appointing Authority.

## PART VI – CONTRACT APPOINTMENT

12. The Authority may appoint officers on contract for a specified period at terms specified by the Authority to meet short term requirement for which suitable entry qualifications/contract time frames/terms and conditions will be specified.

#### **PART VII – DEPUTATION**

13. The posts which are to be filled up by the method of Deputation would be widely circulated among such Ministries/Departments of the Central Government and Public Sector Undertakings which are expected to have people with the qualifications and experience matching the requirements of the TRAI and willing to join the Authority on deputation.

#### PART VIII- REGULATIONS RELATING TO THE STAFF CADRE

#### 14. **Constitution of Staff Cadre**

(i) The Staff Cadre shall consist of:-

(a) any person who immediately before the constitution of this cadre was holding any post as staff as listed in Table B below on deputation or on ad hoc appointment basis or on contract appointment basis and on offer for absorption in the staff cadre of TRAI being made to him by the Authority exercises the option for absorption while in Telecom Regulatory Authority of India, and is regularized;

(b) any person appointed to a post under clause 16 after initial formation of Staff cadre.

(ii) Any person appointed under para (a) of sub-clause (i) above shall on such appointment be deemed to be a member of the cadre in the appropriate grade applicable to him/her from the date of his/her initial appointment with the Authority.

(iii) On the commencement of this Regulation there shall be the following posts in the Staff cadre:-

## Table B. Staff Cadre

Grade/post	Scale of Pay
Junior Accounts Officer/Assistant/Personal Assistant	<ol> <li>As per pay scales as determined by rules applicable from time to</li> </ol>
Stenographer	<ul><li>time.</li><li>2) Other terms and conditions as</li></ul>
Lower Division Clerk	prescribed.
Driver	
Attendant	

The Authority may decide from time to time as regards the number of grades and strength of the posts, as it may deem necessary.

(iv) The pay, on appointment in TRAI under the provisions above, shall normally be fixed at the minimum of the scale. The Authority may, however, fix it at a higher point in the scale keeping in view the seniority, pay already being drawn or suitability of the candidate.

## PART IX - METHODS OF RECRUITMENT

#### 15. Initial constitution of the Staff Cadre:

The Staff Cadre shall be constituted initially by the absorption of the staff working in TRAI who on being offered opt for and are absorbed in TRAI's cadre. The service rendered by the staff in TRAI prior to the date of notification of this Regulation will, at the discretion of TRAI, be counted as regular service for the purpose of this Regulation.

#### 16. Method of Recruitment:

i) After initial constitution of the Staff Cadre, if any vacancy arises in any of the Grades specified in sub clause (iii) of clause 14 or if new posts are created in any of the grade, it shall be filled up in the following manner:-

Name of the Post	Mode of recruitment	Qualification/Experience
Junior Accounts Officer/Assistant/ Personal Assistant	Promotion/DR/Deputation	As in Schedule II

Stenographer	DR/deputation	-do-
Lower Division Clerk	-do-	-do-
Driver	-do-	-do-
Attendant	-do-	-do-

In the interest of career progression of the employees, the Authority will from time to time, fix proportion of any grade which will be filled by promotion from the lower grade(s). Where such a proportion is fixed but it is not possible to fill a post or posts by promotion due to lack of suitable candidates, direct recruitment or deputation will be resorted to.

ii) Selection in each case under sub clause (i) of clause 16 shall be on the recommendations of the Selection Committee as specified in Schedule III.

## PART X – DIRECT RECRUITMENT

#### 17. **Direct recruitment:**

Selection of candidate for appointment to various posts which are to be filled up by direct recruitment shall be made as per the procedure laid down below:-

- a) The vacancies which are to be filled up shall be advertised at least in two leading national dailies.
- b) Applications which are not received by the last date mentioned in the advertisement or which are from candidates who do not satisfy the conditions laid down will not be entertained.

- c) From the remaining applications, the Appointing Authority will short-list the candidates who are to be called for an interview, provided that the Appointing Authority may choose to call all candidates for interview.
- d) Final selection of the candidate(s) will be made by the Appointing Authority on the basis of combined evaluation of the candidate's performance in the interview and his/her qualifications/job experience. The Authority may at its discretion, in cases where it considers it desirable also stipulate whether examination of the candidate is a part of the selection process.
- e) The Appointing Authority, in its discretion, may maintain a panel of names of suitable candidates who may be offered employment against future vacancies in the concerned posts. Any such panel of names, if prepared and maintained, shall remain valid for a period not exceeding twelve months from the date of its approval.

Provided that the Authority, where it considers fit, can entrust the job of selection of suitable candidates to any agency engaged in such activity.

18. Orders on reservation of posts for SC/ST/OBC and other categories which may be applicable currently will apply to these posts.

#### 19. **Qualifications and age limit:**

Minimum qualifications and age limit for appointment to cadre by direct recruitment shall be as specified in the Schedule II.

#### 20. Medical Examination:

No candidate who, after such medical examination as the Authority may prescribe, is not found to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the service shall be appointed to the Post. The fact that a candidate has been physically examined will not mean or imply that he/she shall be considered for appointment.

## Part XI – APPOINTMENT BY PROMOTION

21. Appointment by promotion to different grades will be made from the lower grades as specified in the Schedule-II

#### 22. Seniority:

- (i) The relative seniority of members of the cadre appointed to any grade at the time of formation of the cadre shall be decided by the authority and will generally be governed by their relative seniority obtaining on the date of commencement of this Regulation.
- (ii) All staff included in the initial constitution of the service in any grade shall rank senior to all others appointed to that grade subsequently, unless someone is appointed to a grade giving him specially a certain seniority in that grade.
- (iii) The seniority of a staff member not covered by the above provisions shall be determined by the Appointing Authority.

## PART XII – CONTRACT APPOINTMENT

23. The Authority may appoint staff on contract for a specified period at terms specified by the Authority to meet short/medium term requirement for which suitable entry qualifications/contract time frames/terms and conditions shall be specified.

#### **PART XIII – DEPUTATION**

24. The posts which are to be filled up by the method of Deputation would be widely circulated among such Ministries/Departments of the Central Government and Public Sector Undertakings which are expected to have people with the qualifications and experience matching the requirements of the TRAI and willing to join the Authority on deputation.

#### PART XIV – MISCELLANEOUS

25. **Probation:** A period of probation may be stipulated for candidates appointed through direct recruitment process. If any probation period is stipulated, a fresh recruit will be confirmed only after he/she has completed the period of probation and during the period his/her services and conduct have been found by the Authority to be satisfactory. In the event that the service and conduct of any employee are not found to be satisfactory, in the probation period, at the discretion of the Authority, the period may be extended to provide the employee an opportunity to improve. If the service and conduct of any employee are not found to be satisfactory at the end of the probation period/extended probation period, his/her services may be terminated.

#### 26. Liability for service in or outside India:

An officer/staff member appointed to the cadre shall be liable to serve anywhere in India or outside India.

## 27. Upgradation/ Downgradation:

Considering that promotional avenues in the small cadre of TRAI may be limited, the Authority may consider grant of next higher grade to the officer/staff member while he/she continues to hold a particular post and responsibility. Similarly at any given time an officer belonging to a higher grade in the cadre may in the exigency of service continue to hold a post and discharge responsibilities relating to a post in the immediately lower grade.

28. **Pay fixation:** The pay of an officer/staff member in a particular grade shall be fixed by the Authority.

#### 29. Nationality:

A candidate must be a citizen of India or he/she must belong to such categories of persons as may from time to time be notified by the Government.

30. **Superannuation**: The age of superannuation would be on attaining the age of 60 years.

#### 31. Disqualification: No person -

- a) who has entered into or contracted a marriage with a person having a spouse living, or
- b) who having a spouse living, has entered into or contracted marriage with any person, shall be eligible for appointment to any post under the Authority,

Provided that the Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Regulation.

#### 32. **Power to relax:**

Where the Authority is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of this Regulation with respect to any class or category of persons.

## 33. Interpretation:

If any queries relating to implementation of this Regulation arise, they shall be decided by the Authority.

#### 34. **Removal of difficulties:**

The Authority may from time to time issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provisions of this Regulation.

> (Y. K. Gaiha) Advisor (A&L)

# Officer' cadre

Name of Post	Mode of Recruit- Ment	Qualification & experience for Direct Recruit	Length of service for promotion	Qualification and experience for deputation	Age for Direct Recruit
Secretary	Promotion /deputation / DR	Degree from a recognised University or equivalent. 19 years experience including relevant experience in the field of telecommunica tions, industry, finance, accountancy, law, management, or consumer affairs.	from amongst the TRAI officers with minimum one year of regular service in a grade immediately	Officers of the Central/ State Govt./ PSUs (i) holding equivalent post on regular basis.	Not exceeding 55 years
Principal Advisor	-do-	Degree from a recognised University or equivalent. 18 years experience including relevant experience in the field of telecommunica tions, industry, finance, accountancy, law, management, or consumer affairs.	Promotion from amongst the officers with one year of regular service in a grade immediately below.	Officers of the Central/State Govt. /PSUs (i) holding equivalent post on regular basis or (ii) officers in SAG with 4 years of regular service in that grade or (iii) Group A officers having 21 years of regular service in Group A of which at least 4 years shall be in the SAG	Not exceeding 55 years

Advisor	-do-	Degree from a recognised University or equivalent. 17 years experience including relevant experience in the field of telecommunica tions, industry, finance, accountancy, law, management, or consumer affairs.	from amongst the officers	Officers of the Central/State Govt. /PSUs (i) holding equivalent post on regular basis or (ii) officers in Selection Grade with 4 years of regular service in that grade or (iii) Group A officers having 17 years of regular service in Group A of which at least 4 years shall be in the Selection	Not exceeding 50 years
Joint Advisor	-do-		of regular service in a grade immediately	the Selection Grade Officers of the Central/State Govt./PSUs (i) holding equivalent post on regular basis or (ii) officers in Junior Administrative Grade with 4 years of regular service in that grade or (iii) Group A officers having 13 years of regular service in Group A of which at least 4 years shall be in the Junior Administrative Grade	Not exceeding 50 years

Deputy Advisor	-do-	Degree from a recognised University or equivalent. 10 years experience including relevant experience in the field of telecommunica tions, industry, finance, accountancy, law, management, or consumer affairs.	Promotion from amongst the officers with 4 years of regular service in a grade immediately below.	Officers of the Central/State Govt. /PSUs (i) holding equivalent post on regular basis or (ii) officers in Senior Time Scale with 4 years of regular service in that grade or (iii) the Group A officer with 8 years of regular service in Group A of which at least 4 years shall be in the Senior Time	Not exceeding 45 years
Senior Principal Private Secretary	-do-	Degree from a recognised University or equivalent. Experience of 10 years as Secretary to senior level management. Computer literacy essential.	Promotion from amongst the officers with 5 years of regular service in a grade immediately below.	Scale. Officers of the Central/State Govt. /PSUs (i) holding equivalent post on regular basis or (ii) officers in Senior Time Scale with 4 years of regular service in that grade. The officer must posses the working knowledge of computer	Not exceeding 45 years

G .	1	D	<b>D</b> (*		
Senior Research Officer	-do-	Degree from a recognised University or equivalent. 8 years experience including relevant experience in the field of telecommunica tions, industry, finance, accountancy, law, management, or consumer affairs.	Promotion from amongst the officers with 4 years of regular service in the grade of Technical Officer or 7 years of combined regular service in the grades of Tech. Officer/Section officer or equivalent posts having working knowledge of computer.	Govt./PSUs (i) holding equivalent post on regular basis or (ii) Officers in Junior Time scale with 4 years of regular service in that grade or 7 years of regular service in the grades of Section officer or equivalent or 7 years of combined service	Not exceeding 40 years
Principal Private Secretary	-do-	Degree from a recognised University or equivalent. Experience of 8 years as Secretary to senior level management. Computer literacy essential.	Promotion from amongst the officers with 7 years of regular service in a grade immediately below. The working knowledge of computer is essential.	Officers of Central/State Govt./PSUs (i) holding equivalent post or (ii) with 7 years of regular service in the grade of Private Secretary	Not exceeding 40 years

Tashnisal	Dramation /	Deerree from a	Dramation	Officiaria	Not avaading 20
Technical Officer		Degree from a recognised	Promotion from amongst	Officers of Central/State	Not exceeding 30
Officer	DR/Deputa		from amongst		years
	tion		the officer with		
		Institutions,	3 years of	Č, Č	
		with 3 years	regular service		
		experience.	in a grade	· · · ·	
		However,	immediately	of regular service	
		depending on	below, with	e	
		the post to be	working	Section Officer	
		filled, specific	knowledge of	<b>1</b>	
		degree in	computer	officer must	
		Electronic		possess the	
		and/or		working	
		Telecommunic		knowledge of	
		ations		computer.	
		Engineering,			
		Commerce,			
		Economics,			
		Accountancy,			
		Law, or			
		Management			
		etc. may be			
		prescribed			
		based on the			
		need.			
Section	Promotion/	Degree from a	Promotion	Officers of the	Not exceeding
Officer/	DR/	recognised	from amongst		30 years.
Assistant	Deputation	University /	the officials		
Account		Institutions,	with 6 years of		
Officer/		with 2 years of	regular service	1 I	
Librarian		relevant	in a grade	· / ·	
		experience.	immediately	of regular service	
		For librarian,	below with	in Grade	
		Degree should		immediately	
		be in Library		below. The	
		Science, with 2	computer.	officer must	
		years relevant		possess the	
		experience.		working	
				knowledge of	
				computer.	

Private	-do-	Degree from a	Promotion	Officers of the	Not exceeding 30
Secretary		recognised	from amongst	Central/State	years
		University, and	the officials	Govt./PSUs (i)	
		5 years	with 6 years of	holding	
		experience in	regular service	1 I	
		Secretarial	in a grade	(ii) with 6 years	
		position.	immediately	of regular service	
		Computer	below with	in a Grade	
		literacy is	working	immediately	
		essential.	knowledge of		
			computer.	officer must	
				possess the	
				working	
				knowledge of	
				computer.	

Note: For the post of Advisors dealing with Networks i.e. Fixed, Mobile and Converged, a Degree in Electronic and/or Telecommunications Engineering would be an essential qualification.

## Schedule-II

# Staff Cadre

Name of Post	Mode of Recruit- Ment	& experience for Direct Recruit	Length of service for promotion	experience for deputation	Age for Direct Recruit
Junior Account Officer / Assistant	Promoti on/DR/ deputati on	A Graduate Degree from a recognised University/Inst itution.	Promotion from amongst the officials with ten years of regular service in the LDC grade with working knowledge of computer.	Officials of Central/State Govt./PSUs (i) holding equivalent post or (ii)six years of regular service in the pay scale of Rs. 4000- 6000 or, (iii) ten years of service in the pay scale of Rs. 3050-4590 with working knowledge of computer.	Not exceeding 28 years
Personal Assistant	Promoti on/DR/ Deputati on	(i) 12 <sup>th</sup> Standard Pass from a recognised Board/Instituti on (ii) a Speed of 120 w.p.m. for Stenography (English or Hindi) and 30 w.p.m. in typing, Possessing working Knowledge of computer	Promotion from amongst the officials with six years of regular service in a grade immediately below having working knowledge of computer.	Officials of Central/State Govt./PSUs ( i ) holding equivalent post or (ii) with six years of regular service in a grade immediately below. Having working knowledge of computer.	Not exceeding 28 years
Stenogra pher	DR / Deputati on	(i)Matric or equivalent from a recognised Board/Instituti on and (ii) a speed of 80 w.p.m. in Stenography	N.A.	Officials of Central /State Govt./PSUs holding equivalent post or (i) Lower Division Clerk with a speed of 80 w.p.m. in Stenography (English/Hindi) and typing speed of 30	Not exceeding 27 years

	deputati on	Standard pass. Should be able to read and write English.		Central/State Govt./PSUs holding equivalent post	exceeding 40 years
Attendant	Deputa- tion	licence for motor cars (iii) knowledge of motor mechanism (should be able to remove minor defects in vehicles) (iv) experience of driving of motor cars for 3 years	(i) Pass in 8 <sup>th</sup> Standard (ii) possessing a valid driving licence for motor cars (iii) knowledge of motor mechanism (should be able to remove minor defects in vehicles) (iv) experience of driving of motor cars for 3 years N.A.	motor cars (iii) knowledge of motor mechanism (should be able to remove minor defects in vehicles) (iv) experience of driving of motor cars	Not
Driver	Promo- tion / DR /	computer. (i) 8th Pass (ii) possessing a valid driving	Attendant who possesses the following-	Officials of Central/State Govt./PSUs holding	Not exceeding 40 years
Lower Division Clerk	DR/Dep utation	) and typing speed of 30 w.p.m, possessing working knowledge of computer ( i ) Matric or equivalent from a recognised Board/Instituti on and (ii) a typing speed of 30 w.p.m. in English/Hindi and (iii) possessing working knowledge of	N.A.	W.p.m. and possessing working knowledge of computer Officials of Central/State Govt./PSUs ( i ) holding equivalent post with typing speed of 30 w.p.m. in English/Hindi and having working knowledge of computer.	Not exceeding 27 years
		(English/Hindi		w.p.m. and possessing	

Sl. No.	Name of the post	Composition of the Selection Committee.		
1.	Secretary	Chairperson, TRAI Members, TRAI	Chairman Member	
2.	Principal Advisor/ Advisor	Chairperson, TRAI Members, TRAI	Chairman Member	
3.	Joint Advisor	Member, TRAI Secretary Advisor of concerned Division	Chairman Member Member	
4.	Deputy Advisor & Equivalent	Secretary Advisor(A&L) Advisor of Concerned Division	Chairman Member Member	
5.	Senior Research Officer & equivalent	-do-	-do-	
7. Mem	Section Officer & equivalent ber	Advisor (A&L) Jt./Dy.	Chairman Advisor(A&L)	
8.	Assistant. & equivalent	Jt./Dy. Advisor(F&A) Advisor(A&L) Jt./Dy. Advisor(A&L) Sr. Research Officer(A&L))	Member Chairman Member Member	
9.	Stenographer & Lower Division Clerk	Jt/Dy. Advisor(A&L) Sr. R. O. (A&L) Sr. R. O. (GA)	Chairman Member Member	
10.	Attendant	Section Officer(A&L) Section Officer(GA-I) Section Officer(GA-II)	Chairman Member Member	

Y. K. GAIHA, Advisor (A&L) [ADVT-III/IV/Exty/142/2000] .....