



Advertisement for the post of Assistant General Manager (E-4 Scale) on Deputation Basis

Telecommunications Consultants India Ltd. (TCIL) is an ISO 27001:2022 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL requires qualified and experienced candidate for the post of Assistant General Manager (Executive Secretary) on Deputation basis from Govt. /PSUs/Autonomous Bodies.

1. **Nos. of Posts:** - 01 (One)
2. **Qualification:** Graduation + Secretarial Course/Computer Diploma + Shorthand.

Following Degrees/Certification Courses shall be treated as Equivalent to Requisite Qualifications (i.e. "Graduation + Secretarial Course/Computer Diploma + Shorthand"):-

i) B.E./B.Tech.(E&C) or B.E./B.Tech.(CS) or B.E./B.Tech.(IT) or BCA or MCA or higher + Shorthand/ Stenography course of minimum 6 months duration.

OR

ii) Graduation + Computer Diploma of minimum 01 year duration + Shorthand/Stenography course of minimum 6 months duration.

OR

iii) Graduation + Secretarial Course of minimum 01 year duration.

Courses (of minimum one year duration) with the nomenclature of "Modern Office practices", "Office Management", "modern Office Practices" shall be considered "Secretarial Courses".

Graduation qualification acquired through online/offline/ Correspondence/Part-time from Institute/University/College recognized by UGC/AICTE or any other statutory body of Central Government shall be considered.

For Secretarial Course/Computer Diploma and Shorthand which are vocational/certification in nature, any mode of acquisition of such qualification shall be considered.

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Advt No. TCIL/11/052/HRD/Rct./009/2024

Dated: 29.07.2024

3. **Eligibility:** The eligibility criteria applicable for the officer applying on deputation basis shall be as tabulated below:

Designation	Eligibility	Minimum Experience as on 01.08.2024
E4- AGM	holding post at Level 10 of CDA Pay Matrix.(7 th PRC)	The candidate should have minimum 8 years working experience in Govt. /PSUs/Autonomous Bodies and possessing knowledge of Secretarial Working with senior officers in view of confidential and sensitive nature of work. Out of 8 years' experience, minimum 3 years working should be in E-3 (IDA) or Level-8 (CDA) scale.
	E3 – IDA Scale	

4. **Period of Deputation:** The initial period of deputation shall be for three (3) years extendable to further period of two years.

5. **Pay & Allowances:** Pay and allowances, as admissible to the officer, will be as per aforementioned DPE OM dated 26.11.2008 and DoP&T's O.M., dated 17.06.2010. In case of overseas assignments, FDA will be paid, as admissible in TCIL.

6. Necessary Instructions:

1. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
3. The posts advertised are meant for different locations in India/Abroad.
4. Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
5. TCIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage.
6. TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
7. The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
8. Candidates working in Govt. organizations should forward their applications through proper channel on or before the last date along with the following documents
 - a) APARs attested copies for the last five years.
 - b) Vigilance Clearance.

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Candidate may send advance copy directly to TCIL. However in case the application through proper channel is not received up to last date, it will not be entertained.

9. Incomplete/unsigned applications and applications received after the last date of receipt will not be entertained and the application form in the prescribed format without the self- attested copies of all relevant certificates ie Educational/Professional Qualifications, Date of Birth, proof of CTC/ Salary, candidates shall have to submit relevant Form 16/ pay certificate /certified salary slip & Work Experience (s) will liable to be rejected. TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
11. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form. Each envelope should contain single application only indicating Vacancy & post applied.
12. Interested candidates should send their applications in the prescribed format only in offline mode addressed to **“The Chief General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi - 110048** up to the last date of receipt of applications.
14. Last date of receipt of application through proper channel: 10/08/2024