

भारत सरकार  
दूरसंचार विभाग  
अपर दूरसंचार महानिदेशक कार्यालय  
केरल लाइसेंस सेवा क्लेट्र  
प्रथम तल, सी टी ओ बिल्डिंग,  
काराकाट रोड, एर्नाकुलम  
केरला - 682016



Government of India  
Department of Telecommunications  
O/o Addl. Director General (Telecom)  
Kerala Licensed Service Area  
First Floor, CTO Building,  
Karakkatt Road, Emakulam,  
Kerala - 682016

F.No: DoT/KRL/E-175/Filling up of Stenographer/2025-26/21

Date: 28th Jan. 2026

### DEPUTATION VACANCY CIRCULAR-2026

**Subject:** Vacancy Circular to fill up vacant post of **Stenographer Grade-II, Group 'C', Level 4** on deputation basis in Department of Telecom (DoT), Kerala Licensed Service Area (LSA), Ernakulam /Thiruvananthapuram- reg.

Application for deputation are invited for filling **05 (FIVE)** vacant post of **Stenographer Grade-II** in the **Department of Telecom, Kerala Licensed Service Area (LSA), Ernakulam/ Thiruvananthapuram** in accordance with Gazette Notification No. G.S.R. 590 (E) dated 29.08.2025, as per the details given below. The last date of submission of application is **10-03-2026**.

Name of the post /Classification	Scale of Pay (as per 7th Pay commission)	No of vacancies to be filled	Place of posting
Stenographer Grade-II, General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-4 in the pay matrix (Rs. 25,500 81,100).	04	O/o Addl. DGT, Dept of Telecom, Kerala LSA, Ernakulam. -682016
		01	O/o DDG (State Co-ordination), Thiruvananthapuram

- 2 Application form is enclosed as Annexure-I and other required documents are placed as Annexure-II, III & IV.
- 3 **Period of deputation:** The period of deputation will be initially for two years or till joining of regular incumbent or till further orders whichever is earlier. The period will be extended / curtailed as per the provisions of the RR of the post and as per extant rules on this subject.
- 4 **Eligibility condition (For Deputation)**

Name of the post	Educational Qualification and Service required
Stenographer Grade-II, General Central Service, Group 'C', Non-Gazetted, Ministerial	Officers of the Central Government, State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, University or Recognized Research Institutions: (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

	<p>in the parent cadre or Department.</p> <p><b>Note 1:</b> 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 organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment on deputation (including short term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p><b>Educational qualification required:</b></p> <p>(i) 12th pass from a recognized Board.</p> <p>(i) Skill Test norms:</p> <p>Dictation: 10 minutes at the rate of 80 words per minute.</p> <p>Transcription: 50 minutes (English), 65 minutes (Hindi) (Only on computer).</p> <p><b>Note 1:</b> 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.</p> <p><b>Note 2:</b> 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.</p>
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- 5 **Regulation of Terms and Conditions for deputation:** 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, its corrigendum dated 01.11.2023 or any other instructions issued from time to time by Central Govt. and BSNL/MTNL or any other lending organization.
- 6 **Age limit:** The maximum age limit for appointment by deputation **shall not exceed 56 years** as on the last date of receipt of applications.
- 7 **Selection procedure:** Eligible and willing candidates may apply through proper channel in the prescribed format. Heads of Departments are requested to forward applications of eligible and willing candidates along with attested **copies of 5 years APAR (Annual Performance Assessment Report)** declaration, certification as mentioned in the application form, whose services can be spared on deputation, immediately on their selection.
- 8 The applications of suitable and eligible officers complete in all respects in the prescribed format (Annexure) along with requisite documents may be forwarded to

Asstt. Director(Estt),  
O/o Additional DGT,  
Department of Telecom,  
Kerala LSA, CTO Building,  
Karakkat Road, Ernakulam -682016

- 9 The last date of receipt of application is **10-03-2026**.
- 10 Before forwarding the applications, 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 application duly routed through proper channel and completed in all respects can be sent through e-mail (**E-mail ID- [ito3.krl-dgt-dot@gov.in](mailto:ito3.krl-dgt-dot@gov.in)** ) also for advance information. However, such applications will be considered only on receipt of the duly signed physical copy of the same in this office. The selection will be made according to the norms and extant rules on the subject.
- 13 The decision of Head of Kerala LSA shall be final and binding for the above items, as applicable.

Enclosures: Annexure-I, II, III & IV.

Asstt. Director(Estt)  
Dept of Telecom  
Kerala LSA, Ernakulam.  
Tel.No. 0484-2204922

To

1. All Central Govt., State Govt, Union Territories, autonomous or statutory Organization, PSUs, University or recognized Research Institutions: with the request to Circulate this to all concerned and forward the requests from eligible/ willing candidates.
2. All CGMs of BSNL.
3. CGMs of MTNL Delhi and Mumbai
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 **Stenographer Grade II Group C posts** on deputation basis in Department of Telecommunications, Kerala Licensed Service Area(LSA),Ernakulam.

RECENT PHOTO (Self-Attested)
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**Choice of Place of posting***(✓) which is applicable*

<b>Ernakulam</b>	<b>Thiruvananthapuram</b>	:
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<b>I. Personal details</b>	
a. Name (in Block letters)	
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. Communication address	
<b>II. Official details</b>	
a. Present post held	
b. Organization and Office address	
c. Date of Entry in Service	
d. Due Date of retirement	
e. Nature of Present employment (ad-hoc/temporary/ permanent)	
f. In case the present employment held on deputation, give details (substantive post /period of deputation/ parent organization etc)	
g. Remarks, If any:	

**III. Details of Employment, in chronological order for the last five years.  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):**

<b>Office/Institution</b>	<b>Post held on Regular Basis</b>	<b>From</b>	<b>To</b>	<b>Pay/Pay Scale of the post held on regular basis</b>

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)**

**Annexure-II**

**DECLARATION**

1. I..... hereby declare that my posting as **Stenographer Grade- II** in Kerala LSA Department of Telecommunications 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 **Stenographer Grade-II** 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.....
2. His/ Her integrity is certified.
3. Photocopies of APARs/performance reports of the official for the last 5 years duly attested 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)

**Signature of the forwarding authority  
(Name &Designation)  
(Seal)**

**Checklist**

1. Annexure - I Application
2. Annexure-II
3. Annexure-III
4. Copy of last 5 years APAR
5. Copy of latest Month Salary Slip (Self attested)
6. Copy of proof of present address (Self Attested)
7. Copy of proof of identity (Self Attested)