



EMPLOYEES' PROVIDENT FUND OFFICERS' ASSOCIATION
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
Regional Office, Sham Nagar, Near General Bus Stand, Ludhiana – 141001 (Punjab)

(Regn. No. 33/2015)

Phone: 0161-2440559, 9655565892
Fax: 0161-2402206
WhatsApp: EPF Officers' Association (9655565892)
PAN: AAAAE7689J

Email: epfooa@gmail.com
Web: www.epfoa.in
Facebook: Epfoa India
Twitter: @epfoaindia

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Navendu Rai
Regional PF Commissioner-I

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Commissioner-II

April 28th, 2026

To,

**Shri Ramesh Krishnamurthi, IRS
Central Provident Fund Commissioner,
Employees' Provident Fund Organisation,
New Delhi – 110 066**

**Sub:- Submissions on ongoing Cadre review with the
expectation of a fair and adequate
augmentation of posts and optimum
organisational restructuring.**

Respected Sir,

At the outset, we sincerely express our gratitude for kindly granting us an opportunity to meet you at short notice on 24.04.2026. We are deeply thankful for the time and attention extended by you in meeting the representatives of the EPF Officers' Association and for patiently hearing and appreciating the concerns raised by us.

We are further encouraged by your thoughtful guidance during the meeting and your assurance that the issues highlighted would be duly considered.

In pursuance of the discussions held and as per your kind directions, we are submitting herewith a detailed representation elaborating upon the concerns, principles, and suggestions regarding the ongoing cadre restructuring exercise. The same has been incorporated with the points discussed during our interaction.

We humbly request that the concerns and proposals submitted therein may kindly be considered and suitably incorporated while finalising the recommendations, so as to ensure a fair, rational, and forward-looking organisational structure that supports both functional efficiency and career progression.

We once again thank you for your kind consideration and continued guidance.

Thanking you,
Encl: Annexure A

Yours sincerely,



[Saurabh Swami]
Secretary-General

Copy to:

Cadre Restructuring Committee

Annexure-A

The fundamental purpose of a cadre review is to maintain a dynamic balance between an organization's functional requirements and the career progression of its officers.

- a) **Scientific Manpower Planning**: Projecting workforce requirements and recruitment planning on a rational, data-driven basis rather than ad-hoc hiring.
- b) **Organizational Alignment**: Realigning the cadre structure to handle changing organizational mandates, new technologies, and shifts in public service delivery mechanisms.
- c) **Mitigating Stagnation**: Rationalizing the existing structure to prevent severe promotion bottlenecks, thereby addressing stagnation and maintaining officer morale.
- d) **Functional Justification**: Assigning appropriate grades to corresponding levels of responsibilities. New posts must be created strictly on functional necessity (e.g., a consistent increase in workload or horizontal expansion of activities).

We request that the report must ensure adherence to the above principles. EPFO is a premiere service organization and the Code on Social Security 2020 empowers the Central Board to **appoint as many** Commissioners, Officers and employees **as it may consider necessary** for efficient administration of Schemes (EPF, Pension, Insurance) or other responsibilities assigned by the Central Government to the Central Board. (Section 14(4), CoSS 2020). The Code on Social Security also mandates that for additional functions assigned new officers can be assigned/engaged if the assigned task cannot be performed by existing officers. (section 13, CoSS).

Thus, the statutory mandate is that the manpower requirement (officers and staff) is a dynamic and workload-based activity and cannot and should not be tied to mere statistical projections.

The statute binds the Central Board to specify rules for recruitment, salary allowances, conditions of service et-al to Central Government employees drawing corresponding scales of pay. It further states that in case any departure from said rules is envisaged by the Central Board, it shall take prior approval from Central Government. Following principles follow from this:-

- a) Central Board can appoint officers and employees, as required (up to level 14) operationally.
- b) Pay scales etc shall mirror those obtaining in Central Government.
- c) It has been confirmed by DoPT that this power of Central Board is absolute.
- d) It has been judicially confirmed that Central Board is fully empowered to exercise the powers as above. No reference or approval from Central Government is required for appointments made within the statutory framework as above. Further, that Central Government shall return any such reference back to Central board, even if the Board makes a reference to Central Government, it shall be returned to the Central Board.

- e) **EPFO is a fully self-financing organisation and receives no money from Government of India for any of its administrative expenditures.**

The present exercise underway for organisational and cadre restructuring is happening ten years after the last one, which was approved in December 2016. The extant periodicity is every five years. Accordingly, we've already lost one full cycle of CR. In last about two decades, manpower resources have been woefully inadequate vis-à-vis the workload. Since 2008-09 the compounded annual growth rate (CAGR) for select parameters would illustrate the severe mismatch in growth in workload and manpower

SI No.	Parameter	CAGR (%)
i.	Registered establishments	7%
ii.	Members	12%
iii.	Claims workload (manual)	8%
iv.	Contribution	9%
v.	Payment	14%
vi.	Investment Corpus	10%
vii.	Administrative Income	7%
viii.	Administrative Expenditure	9%
ix.	Manpower sanction	-0.27%
x.	Manpower in-position	-1%

EPFO systems – March 2026

- **Norms for creation of posts and sizing of offices may be specified so that future requirements can be projected against these norms on an annual basis.**
- Following statistical matrix may be relevant to the discussion: -
 - Registered & not marked as "Closed" establishments – 26.69 lakhs
 - Contributing establishments – 7.59 lakhs
 - Contributing UANs – 8.01 crore
 - Total Claims workload 2025-26 – 10.79 crore
 - Manual Claims – 6.87 crore (64%)
 - Auto Claims – 3.93 crore (36%)
 - Assumption that claims workload grows at 6% per annum.
 - Further that proportion of manual claims to auto claims shifts at following rate

YEAR	MANUAL %	AUTO%
2025-26	64%	36%
2026-27	50%	50%
2027-28	40%	60%
2028-29	30%	70%
2029-30	20%	80%

- Assumption that Registered establishments net of closed establishments, contributing establishments and contributing UANs grow at 5% annually, following workload is projected for FY 2029-30: -
 - i. Manual Claims – 2.73 crore (Total claims 13.63 crore)
 - ii. Establishments, net of closed establishments – 23.21 lakhs
 - iii. Contributing establishments – 9.23 lakhs
 - iv. Contributing UANs – 9.74 crore

- **Following norms are proposed: -**
 - i. For manual claims – One SSA for 50 Claims per working day
 - ii. For member services – One SSA for 25,000 contributing members
 - iii. For establishment services (Contributing establishments) – one SSA every 250 establishments; one EO every 750 establishments, one RPFC-II/APFC every 1500 establishments.
 - iv. For establishments net of closed establishments – one SSA every 750 establishments, one EO every 2250 establishments, one RPFC-II/APFC every 4500 establishments.
 - v. For other services 20% additional SSAs, SS, AO, RPFC-II/APFC.
 - vi. Minimum 8 SSAs, 2 SS, Two EO/AO and two RPFC-II/APC in each office.

- **Following numbers projected for Field Offices (ROs only)**
 - i. SSA – 13,978
 - ii. SS – 3495
 - iii. EO/AO – 4009
 - iv. RC-II/APFC - 1586

- Assuming RPFC-II/APFC (STS/JTS) constitute 70% of Commissioners' cadre for EPFO Field offices, the total Commissioners' cadre is projected to be 2266.

- Following distribution of Commissioners' cadre is proposed: -

Level	%	Number
HAG	0.4%	9
SAG	6.6%	150
JAG	23%	512
STS	30%	680
JTS	40%	906
Total	100%	2266

- **Additionally, following is submitted for consideration: -**
 - We propose a very conservative number, assuming there shall be a good automation support to handle a large part of emerging workload. *However, our experience in last two decades has been that there is a gap in automation promise and actual delivery.* The current requirement as projected above may be sanctioned and requirement be reviewed again in next CR.

- As per the extant instructions of Government of India, adequate provision must be made for reserves (leave, training, deputation). We request that this number may be about 7%-10% of the total sanctions.
- An RO for every 5-lac contributing UANs or five thousand contributing establishments, whichever comes first. This would result in 219 ROs.
- One Zone for about 20 lakh contributing members – 40 Zones

The disposition of the Commissioners' Cadre, EPFO as of March 2026 is as follows:

CURRENT DESIG./BATC H	COMPLETED YEARS IN CURRENT POST						Grand Total
	0-3	4-7	8-11	12-15	16-19	20-23	
ACC (HQ)	7	2	-	-	-	-	9
1994	5	2	-	-	-	-	7
1997	2	-	-	-	-	-	2
ACC	20	8	1	-	-	-	29
1994	-	-	1	-	-	-	1
1997	4	8	-	-	-	-	12
1998	16	-	-	-	-	-	16
RPFC-I	125	1	121	-	-	-	247
1997	-	-	1	-	-	-	1
1998	4	1	60	-	-	-	65
2003	-	-	19	-	-	-	19
2006	1	-	41	-	-	-	42
2014	120	-	-	-	-	-	120
RPFC-II	139	146	1	-	1	1	288
1998	-	-	-	-	1	1	2
2014	1	51	-	-	-	-	52
2016	36	93	-	-	-	-	129
2017	98	2	1	-	-	-	101
2021	2	-	-	-	-	-	2
2022	2	-	-	-	-	-	2
APFC	232	4	26	1	-	1	264
2006	-	-	-	-	-	1	1
2014	-	-	-	1	-	-	1
2016	-	-	3	-	-	-	3
2024	187	-	-	-	-	-	187
2017	-	-	23	-	-	-	23
2021	-	4	-	-	-	-	4
2025	42	-	-	-	-	-	42
2023	3	-	-	-	-	-	3
Grand Total	523	161	149	1	1	2	837

Following facts bear consideration while finalising the CR especially for the Commissioners' cadre: -

- a) About 120 officers in the RPFC-I grade (level 13) have more than 8 years of service in the grade and total Group service ranging from 28 years to 20 years as under: -
 - i. **1998 batch of DR APFCs** are now in 28th year of their Group A service. About 65 of them are yet to be promoted to the Level 14. Median age of this group of officers is 55 and this may well be the last CR for them. They are in level 13 since last 9 years.
 - ii. There are 19 **2003 batch of DR APFCs** have 22 years of service in the Commissioners' cadre. Median age of this group is 50 years. They are currently in level 13 since last 9 years.
 - iii. The 42 **DR batch officers of 2006** batch are having a median age of 49 years. They have 20 years of service in Commissioners' cadre and are level 13 since last 8 years.
- b) There are 144 officers in RPFC-II cadre eligible for promotion to the grade of RPFC-I.
- c) Further, another 134 RPFC-II shall become eligible for promotion to RPFC-I in next two years.
- d) There are 101 officers in RPFC-II grade who joined as EO/AO in the year 1999. Median age of this group of officers is 56 years. They have completed 9 years in the Commissioners' cadre.
- e) There are almost no officers in APFC grade who are currently eligible for promotion to the post of RPFC-II.
- f) **Thus, acute stagnation of various degrees is being faced by about 300 officers. Augmentation of level 14 and level 12/13 posts shall address the acute stagnation adequately.**
- g) **In the event that even this issue cannot be addressed adequately we submit following for partial redress of the above stagnation.**
 - i. TRAI is a body corporate (Like the Central Board, EPF). TRAI receives financial support from Government for its administrative expenditure.
 - ii. TRAI (appointment of Officers & Employees) Regulations 2023 [copy attached] allows Non-Functional Financial Upgradation (Regulation 17). The same may be allowed to the officers who cannot be promoted in this CR.

We submit and reiterate our earlier request for kind consideration: -

1. Composite Recruitment Rules for EPF Commissioners' cadre in accordance with any standard service. Till mid 1980s the RRs were composite RRs.
2. No appointment by deputation to the cadre posts of EPF Commissioners' cadre.
3. As is the standard feature of all Central Services, NFSG and NFU as approved by Central Board (EPF) may be part of composite RRs.
4. The minimum qualifying service required for promotion from one level to another may be specified in accordance with DoPT OM No. F. No. AB-

14017/4/2021-Estt.(RR) dated 20th September 2022. This inter-alia specifies following qualifying service:-

- a. Level 10 to Level 11 – 5 years
 - b. Level 11 to level 12 – 5 years
 - c. Level 13 to Level 14 – 3 years
 - d. Level 14 to Level 15 – 3 years.
5. Given the size, complexity and geographical expanse of EPFO, nine posts in Level 15 are required urgently. These positions will enable the CEO to focus on larger policy issues without any drag of operational issues.
6. The above projections are bare minimum required and do not provide for reserves (training, deputation, leave). EPFO, historically has never had reserves. The existing officers are stretched to the limit in discharging responsibilities and additional responsibilities cast on us.
7. The promise of automation support has been one of the cited reasons for inadequate sanctions vis-à-vis the workload. Our experience of last about two decades shows that automation support has not materialised, as required. As an illustration, following is relevant to the discussion: -
- a. The total claims workload in 2015-16 was 1.46 crore claims – 100% manual claims. The claims processing ratio specified in last restructuring (December 2016) was 20 claims/SSA/day.
 - b. As mentioned above the claims workload in 2025-26 is 10.79 crore – 64% (6.87 crore) and 36% auto (3.93 crore)
 - c. The manual claims (2025-26) are almost five times the claims workload of 2015 -16.
 - d. Had norm-based sanctions been done regularly the pressure of work which is encroaching upon personal life of officers and staff would've been manageable.
 - e. Many other activities and functional responsibilities have been assigned to EPFO with no additional manpower viz.
 - i. Pradhan Mantri Viksit Bharat Rozgar Yojana (PMVBRY).
 - ii. Aatmanirbhar Bharat Rojgar Yojana (ABRY).
 - iii. Pradhan Mantri Garib Kalyan Yojana (PMGKY).
 - iv. Launch of Pradhan Mantri Shram Yogi Maandhan(PMSYM).

We request accordingly that following principles should form essential part of CR:-

- a) Group A may be 10% of the total sanctions.
- b) Out of total sanction of Group A, 75% may be earmarked for the Commissioners' cadre.
- c) Commissioners' cadre may further be subdivided as per following ratios:-
 - i. HAG (Level 15) – 0.4%
 - ii. SAG (Level 14) – 6.6%
 - iii. JAG (Level 12) – 23%
 - iv. STS (Level 11) – 30%
 - v. JTS (Level 10) – 40%
- d) **We have submitted a detailed justification above for the same. We would request that the norms framed for**

estimating requirements of officers and staff may be shared with us for deliberations before finalising the same.

Following is the retirement profile of the Commissioner cadre over next five years: -

Year of Retirement	ACC (HQ)	ACC	RPFC-I	RPFC-II	APFC	Grand Total
2026	2	1	3	12	7	25
2027	3	-	4	14	9	30
2028	1	5	8	8	19	41
2029	1	4	4	23	6	38
2030	-	4	11	18	19	52
Grand Total	7	14	30	75	60	186

नोट 3- इन विनियमों में विनिर्दिष्ट पात्रता के मानदंडों को पूरा करने मात्र से किसी भी व्यक्ति को अगले उच्चतर ग्रेड में पदोन्नति का दावा करने का अधिकार नहीं मिलेगा। अगले उच्चतर ग्रेड में रिक्तियों की उपलब्धता को ध्यान में रखकर पदोन्नति के मामलों पर प्रशासनिक अनिवार्यता के अध्यक्षीन विचार किया जाएगा।

वंदना सेठी, सलाहकार (प्रशासन एवं आईआर)

[विज्ञापन-III/4/असा./508/2023-24]

TELECOM REGULATORY AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 20th October, 2023

No. A-24/2/(2)/2023-A&P.—In exercise of the powers conferred by section 36, read with sub-section (1) of section 10, of the Telecom Regulatory Authority of India Act, 1997 (24 of 1997), the Telecom Regulatory Authority of India hereby makes the following regulations, namely:-

THE TELECOM REGULATORY AUTHORITY OF INDIA (APPOINTMENT OF OFFICERS AND EMPLOYEES) REGULATIONS, 2023

(5 of 2023)

CHAPTER-I

PRELIMINARY

1. Short title and commencement— (1) These regulations shall be called the Telecom Regulatory Authority of India (Appointment of Officers and Employees) Regulations, 2023.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions— (1) In these regulations, unless the context otherwise requires, –

- (a) “Act” means the Telecom Regulatory Authority of India Act, 1997 (24 of 1997);
- (b) “Appointing Authority” means the Chairperson, or the Member or officer to whom such powers and functions have been delegated by the Authority by general or special order;
- (c) “Authority” means the Telecom Regulatory Authority of India established under sub-section (1) of section 3 of the Act;
- (d) “grade” means a grade as specified in regulations 3 and 4;
- (e) “post” means any post in a grade, whether permanent or temporary, mentioned in the Schedule to these regulations;
- (f) “rules” means rules made by the Central Government under section 35 of the Act;
- (g) “Selection Committee” means a committee constituted in accordance with the Schedule to consider the selection of candidates for appointment as officers and other employees under these regulations.

(2) The words and expressions used in these regulations and not defined herein, but defined in the Act, shall have the same meaning as assigned to them under the Act.

3. Constitution of officers cadre— (1) The officers cadre shall consist of any person –

- (a) absorbed at the time of initial constitution of the cadre of the Authority under regulation 4 of the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001);
- (b) appointed to a post under regulation 5 of the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001), after initial constitution of the cadre, including the officers permanently absorbed under regulation 10A of the said regulations; and
- (c) appointed to a post, under regulation 6, regulation 7 and sub-regulation (2) of regulation 8 of these regulations, in any of the grades listed at sub-regulation (2).

(2) There shall be the following grades in the officers’ cadre of the Authority:

S.N.	Grade	Scale of Pay
1.	Secretary	1) As per pay scales as determined by rules applicable from time to time 2) Other terms and conditions as prescribed by rules
2.	Principal Advisor	
3.	Advisor	
4.	Joint Advisor	
5.	Deputy Advisor/ Senior Principal Private Secretary	
6.	Senior Research Officer/ Principal Private Secretary	
7.	Technical Officer	
8.	Section Officer/ Assistant Accounts Officer/ Librarian/ Private Secretary	

(3) The Authority may, from time to time, decide the number of grades and posts in the officers' cadre, as it may deem necessary.

4. Constitution of employees cadre— (1) The employees cadre shall consist of any person—

- absorbed at the time of initial constitution of the cadre of the Authority under regulation 15 of the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001);
- appointed to a post under regulation 16 of the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001), after initial constitution of the cadre, including the staff permanently absorbed under regulation 21A of the said regulations; and
- appointed to a post, under regulation 6, regulation 7 and sub-regulation (2) of regulation 8 of these regulations, in any of the grades listed at sub-regulation (2).

(2) There shall be the following grades in the employees' cadre of the Authority:

S.N.	Grade	Scale of Pay
1.	Assistant/ Personal Assistant/ Junior Accounts Officer	1) As per pay scales as determined by rules applicable from time to time 2) Other terms and conditions as prescribed by rules.
2.	Lower Division Clerk	
3.	Staff Car Driver (Special Grade)	
4.	Staff Car Driver (Grade-I)	
5.	Staff Car Driver (Grade-II)	
6.	Staff Car Driver (Ordinary Grade)	
7.	Photocopy Machine Operator	
8.	Dispatch Rider	
9.	Multi Tasking Staff	

(3) The Authority may, from time to time, decide the number of grades and posts in the employees' cadre, as it may deem necessary.

CHAPTER -II

CONDITIONS AND PROCEDURE FOR APPOINTMENT

5. Methods of recruitment— (1) After the commencement of these regulations, if any vacancy arises in any of the grades specified in the Schedule to these regulations, or if a new post is created in any of the grades in the officers and employees cadres, the same shall be filled up in the manner specified in the Schedule.

(2) Appointment in each case under sub-regulation (1) shall be on the recommendations of the Selection Committee as specified in the Schedule.

(3) Unless otherwise provided in these regulations, the Authority may, from time to time, specify the procedure for appointment of any person to the officers and employees cadre.

6. Direct recruitment— Selection of candidates for appointment to various posts, which are to be filled up by direct recruitment as per the Schedule to these regulations, shall be made as per the conditions and procedure laid down below:-

- (a) the vacancies shall be advertised in at least two leading national dailies and on the website of the Authority;
- (b) a candidate must be a citizen of India or must belong to such categories of persons as may, from time to time, be notified by the Central Government;
- (c) no person –
- (i) who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) who having a spouse living, has entered into or contracted marriage with any person, –
- shall be eligible for appointment to any post in 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 clause;

- (d) minimum qualifications and age limit for appointment to a post by direct recruitment shall be as specified in the Schedule to these regulations;
- (e) orders and policies of the Central Government on reservation of posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections of citizens and other categories, as may be applicable at the time of calling of applications, will apply to these posts;
- (f) the selection process may include written test or technical assessment or interview or combination of these or any other process as determined by the Selection Committee:

Provided that the Authority may, where it considers expedient so to do, call candidates for technical assessment/ interview based on their performance in the national level examinations such as GATE, NET, PG-CLAT, etc.;

- (g) the final selection will be made by the Appointing Authority on the recommendations of the Selection Committee, which may give appropriate weightage to the performance in the selection process, qualifications and job experience of the candidate and such other criteria as it may deem fit;
- (h) the Authority, where it considers fit, may entrust the job of selection of suitable candidates to any professional agency engaged in such activity and in case of recruitment made through a government recruitment body, such as UPSC, SSC etc., the process of recruitment adopted by such body will be applicable;
- (i) the Appointing Authority may maintain a panel of names of suitable candidates, in accordance with their performance in the selection process, who may be offered employment against future vacancies:

Provided that a panel shall remain valid for a period not exceeding twelve months from the date of its approval by the Appointing Authority;

- (j) a candidate who, after such medical examination as the Authority may specify, is not found to be in good mental or physical health, or is found to have any mental or physical deficiency which is likely to interfere with the discharge of the duties of the service, shall not be appointed to the post:

Provided that the medical examination of a candidate will not mean or imply selection or appointment;

- (k) candidates appointed through direct recruitment process shall be on probation for a period of two years and shall be confirmed only if they have completed the period of probation and their services and conduct have been found by the Authority to be satisfactory:

Provided that the Appointing Authority may reduce or dispense with the period of probation, for reasons to be recorded in writing:

Provided further that an officer or employee shall be deemed to have been confirmed in the cadre on successful completion of the period of probation, unless the services or conduct of a candidate during the period of probation are not found to be satisfactory:

Provided also that in case the services or conduct of a candidate during the period of probation are not found to be satisfactory, the Authority may –

- (i) extend the period of probation, up to a period of one year, to provide the candidate an opportunity to improve; or
- (ii) terminate the services of such candidate after giving notice of one month or payment of substantive pay for one month in lieu thereof.

7. Promotion– Selection of candidates for appointment to various posts, which are to be filled up by promotion as per the Schedule to these regulations, shall be made as per the conditions and procedure laid down below:-

- (a) appointment by promotion to different grades will be made from the respective lower grades as specified in the Schedule; and

- (b) the selection will be made by the Appointing Authority on the recommendations of the Selection Committee.

8. Deputation and permanent absorption— (1) Selection of candidates for appointment to various posts, which are to be filled up by deputation as per the Schedule to these regulations, shall be made as per the conditions and procedure laid down below:-

- (a) the vacancies shall be widely circulated among such Ministries, Departments, Public Sector Undertakings, and Statutory and Autonomous Bodies of the Central Government which are expected to have people with the qualifications and experience matching the requirements of the Authority and willing to join the Authority on deputation;
- (b) officers borne on the cadre of the Authority and possessing requisite qualifications and experience may also be eligible for applying to the posts of Secretary, Principal Advisor and Advisor to be filled on deputation basis:

Provided that the age limit specified for selection by deputation shall not apply to such officers:

Provided further that in case an officer borne on the cadre of the Authority is selected and appointed on deputation basis under these regulations, his appointment shall be deemed to be promotion from the date of his joining the post to which he has been selected and the service rendered by such officer in the Authority, both before and after such appointment on deputation basis, shall be counted for grant of retirement benefits;

- (c) (i) The maximum age for persons to be appointed on deputation to the posts of Secretary, Principal Advisors and Advisors shall in no case exceed fifty-eight years as on the last date of submission of applications for filling up the posts, or as specified by the Central Government from time to time.
- (ii) The maximum age for persons to be appointed on deputation to the posts of Joint Advisors, Staff Officer, Deputy Advisors, Senior Principal Private Secretary, Senior Research Officers, Principal Private Secretary, Technical Officers, Section Officer/Librarian, Private Secretary, Assistant and Personal Assistant shall in no case exceed fifty-six years as on the last date of submission of applications for filling up the posts, or as specified by the Central Government from time to time.
- (d) the selection shall be made on the recommendations of the Selection Committee, which may give appropriate weightage to the performance in the parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, suitability and relative merit of the candidate, and such other criteria as it may deem fit; and
- (e) the appointment of a person on deputation basis to a post in the Authority shall not exceed five years:

Provided that the Authority may, where it considers it expedient so to do, extend the period of deputation of a person beyond five years, for such period and in such manner as specified by the Authority.

(2) The Appointing Authority may, by appropriate order, appoint to a post, on permanent absorption basis, any person already appointed on the said post on deputation basis under sub-regulation (1), –

- (a) on the recommendations of the Selection Committee, which may have regard to the relative merit, suitability, requirement of such person in the Authority, and such other criteria as it may deem fit, and
- (b) in consultation with the parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, as the case may be:

Provided that no person shall be appointed on permanent absorption basis unless such person has, –

- (i) on being called upon to do so by the Authority, given, in writing, the willingness to get permanently absorbed in the Authority;
- (ii) been found to be free from disciplinary and vigilance angle; and
- (iii) completed at least one year of service on deputation in the Authority in that grade.

9. Pay fixation— The pay, on appointment in the Authority shall be fixed, as per the relevant rules or regulations or instructions as applicable to the appointee at the time of appointment.

10. Seniority— (1) The inter se seniority of persons appointed to the same grade on direct recruitment basis shall be determined by the order of merit assigned by the Selection Committee, and the persons appointed as a result of an earlier selection shall rank senior to those appointed as a result of a subsequent selection.

(2) The inter-se seniority of persons appointed to the same grade on promotion basis shall be determined by their relative seniority in the lower grade from which they are promoted:

Provided that in case a person is considered unfit for promotion and is superseded by a junior, such person shall not, if subsequently found suitable and promoted, take seniority in the higher grade over the juniors who had superseded such person.

- (3) The inter-se seniority of the persons appointed to a grade, not covered under sub-regulation (1) and (2), shall be determined as per the rules applicable to the Central Government employees of the respective cadre, grade or class.
- (4) Fixation of seniority of a person appointed on absorption basis shall not affect any regular promotions to the next higher grade made prior to the date of such absorption.
- (5) The seniority of a person not covered by the above provisions shall be determined by the Appointing Authority.
- (6) A list of all the officers and employees on the cadre of the Authority containing their names, in the order of their seniority, and such other particulars as may be determined by the Authority, shall be prepared and published on an annual basis at fixed intervals, and a copy of such list shall be provided to all officers and employees of the Authority.

11. Contractual appointment— Notwithstanding anything contained in these regulations, the Authority may appoint a person on contract basis on such terms and conditions, as may be specified by the Authority from time to time:

Provided that a person may be appointed on contract basis only in the exigency of work, to meet the requirements of the Authority in the short term, for a period not exceeding five years.

12. Liability for service in or outside India— An officer or employee appointed to the cadre shall be liable to serve anywhere in or outside India.

13. Discharge of duties of higher grade and lower grade in certain cases— The Appointing Authority may, by order, having regard to the exigency of service, direct an officer or employee, while holding a post in a specific grade, to look after, for such period as may be specified in the order, the work and responsibilities of—

- (a) the next higher grade, without any pecuniary benefit; or
- (b) the immediately lower grade, without any pecuniary or other loss.

CHAPTER III – MISCELLANEOUS

14. 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 these regulations with respect to any class or category of persons.

15. Interpretation— If any queries relating to interpretation and consequent implementation of these regulations arise, they shall be decided by the Authority and such decision of the Authority shall be final and binding.

16. 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 these regulations.

17. Non-functional financial upgradation— (1) An official borne on the cadre of the Authority and holding the post of Advisor shall be eligible, subject to being found fit and suitable by the Authority, for financial upgradation to the next higher grade of Principal Advisor (L-15) upon completion of eight years of service in the Advisor grade (L-14) or any other equivalent grade.

(2) An official borne on the cadre of the Authority and holding the post of Joint Advisor shall be eligible, subject to being found fit and suitable by the Authority, for financial upgradation to the next higher grade of Advisor (L-14) upon completion of eight years of service in the grade of Joint Advisor (L-13) or any other equivalent grade.

(3) An official borne on the cadre of the Authority and holding the post of Private Secretary shall be eligible, subject to being found fit and suitable by the Authority, for financial upgradation to the non-functional grade of L-9 upon completion of four years of service in the grade of Private Secretary (L-7) or any other equivalent grade.

(4) For the purpose of reckoning “eight years of service” or “four years of service” for financial upgradation mentioned in sub-regulation (1), (2), and (3), such service would mean any regular service in the relevant grade in the parent cadre of the officer or in any other organization or in the Authority.

(5) The financial upgradation granted in terms of sub-regulation (1), (2), and (3) shall not be construed as promotion to higher grade and shall be on non-functional basis.

18. Repeal and saving – (1) The Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001) is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the said regulation shall be deemed to have been done or taken under the corresponding provisions of these regulations.

(3) The persons appointed before the commencement of the Telecom Regulatory Authority of India (Appointment of Officers and Employees) Regulations, 2023, and holding post in the feeder grade, shall continue to be considered for promotion to such next higher post and all other provisions of the Telecom Regulatory Authority of India (Officers and Staff Appointment) Regulation, 2001 (2 of 2001), as they stood before such commencement, shall continue to apply to such persons appointed before such amendment.

SCHEDULE

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(1)	Secretary	Hundred percent of posts by deputation/absorption	Not applicable	Not applicable	Not applicable	<p>Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, –</p> <p>(a) holding a post in the Level-15 on substantive basis; or</p> <p>(b) who have been granted non-functional upgradation to Level-15 and have four years of regular service in the Level-14.</p> <p>Preference will be given to those holding any or a combination of the following: –</p> <p>(i) Senior managerial position;</p> <p>(ii) Bachelor's Degree in Telecommunication Engineering from a recognized University or equivalent;</p> <p>(iii) Bachelor's Degree in Electronics and Telecommunication Engineering from a recognized University or equivalent;</p> <p>(iv) MBA Degree from a Recognised University or equivalent.</p> <p>(v) Master's Degree in Economics/Commerce or Doctorate Degree in Economics/Commerce</p>	<p>Chairperson – Chairperson of the Authority</p> <p>Members – Whole time Members of the Authority, if available</p>

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(2)	Principal Advisor	Hundred percent of posts by deputation/absorption	Not applicable	Not applicable	Not applicable	Officers of the Central Government, Public Sector Undertakings, and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-15 on regular basis; or (b) having four years of regular service in Level-14; or (c) having twenty-one years of regular service in Group A and having held a post of Level-14 for a minimum period of four years.	Chairperson – Chairperson of the Authority Members – Whole time Members of the Authority, if available
(3)	Advisor	Hundred percent of posts by deputation/absorption	Not applicable	Not applicable	Not applicable	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-14 on regular basis; or (b) having four years of regular service in the Level-13; or (c) having seventeen years of regular service in Group A and having held a post of Level-13 for a minimum period of four years.	Chairperson – Chairperson of the Authority Members – Whole time Members of the Authority, if available

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(4)	Joint Advisor	(a) Fifty percent of posts by promotion, failing which by deputation or absorption (b) Fifty percent by deputation	Not applicable	Not applicable	Five years of regular service in the grade of Deputy Advisor	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-13 on regular basis; or (b) five years of regular service in Level-12; or (c) having twelve years of regular service in Group A, and having held a post of level-12 for a minimum period of five years.	Chairperson – A Whole time Member of the Authority, or Secretary, if whole-time Member is not available Members – (a) Secretary (b) Advisors
(5)	Deputy Advisor	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Four years of regular service in the grade of Senior Research Officer	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-12 on regular basis; or (b) four years of regular service in Level-11; or (c) having nine years of regular service in Group A and having held a post of Level-11 for a minimum period of four years.	Chairperson – Secretary Members – (a) Advisor (A&P) (b) Advisor
(6)	Senior Principal Private Secretary	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Four years of regular service in the grade of Principal Private Secretary	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-12 in the grade of Senior Principal Private Secretary or equivalent on regular basis; or (b) four years of regular service in Level-11 in the grade of Principal Private Secretary.	Chairperson – Secretary Members – (a) Advisor (A&P) (b) Advisor

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(7)	Senior Research Officer	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Four years of regular service in the grade of Technical Officer	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies – (a) holding equivalent post in Level-11 on regular basis; or (b) four years of regular service in Level-10; or (c) seven years of combined regular service in Level-10 and in the grade of Section Officer, of which minimum one year of regular service in Level-10.	Chairperson – Secretary Members – (a) Advisor (A&P) (b) Advisor
(8)	Principal Private Secretary	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Seven years of regular service in the grade of Private Secretary	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, – (a) holding equivalent post in Level-11 in the grade of Principal Private Secretary or equivalent on regular basis; or (b) seven years of regular service in the grade of Private Secretary.	Chairperson – Secretary Members – (a) Advisor (A&P) (b) Advisor of the concerned division

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(9)	Technical Officer	(a) Fifty percent of posts by promotion, failing which by deputation or absorption (b) Fifty percent of posts by direct recruitment failing which by deputation or absorption	Thirty years	Degree (Graduation/ Post-graduation) from a recognized university or institution, provided that specific degree in Engineering (Electronics/ Communications/ Telecommunications/ Computer Science/ Information Technology/ etc. or a combination thereof), Commerce, Economics, Finance, Accountancy, Law, or Management etc. may be prescribed based on the need, depending on the post to be filled	Three years of regular service in the grade of Section Officer	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, - (a) holding equivalent post ; or (b) with three years of regular service in the grade of Section Officer or equivalent.	Chairperson – Secretary Members – (a) Advisor (A&P) (b) Advisor
(10)	Section Officer/ Librarian	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Six years of regular service in the grade of Assistant,	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, - (a) holding equivalent post on regular basis; or (b) six years of regular service in the grade of Assistant.	Chairperson – Advisor (A&P) Members – (a) Joint Advisor (A&P) or Deputy Advisor (A&P) (b) Joint Advisor or Deputy Advisor
(11)	Private Secretary	Hundred percent of posts by promotion, failing which by deputation or absorption	Not applicable	Not applicable	Six years of regular service in the grade of Personal Assistant	Officers of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies, - (a) holding equivalent post on regular basis; or (b) six years of regular service in the grade of Personal Assistant	Chairperson – Advisor (A&P) Members – (a) Joint Advisor (A&P) or Deputy Advisor (A&P) (b) Joint Advisor or Deputy Advisor

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(12)	Assistant	(a) Ninety percent of posts by direct recruitment (b) Ten percent of posts by promotion, failing which, by deputation or absorption	Not exceeding 30 years	(a) A Graduate Degree from a recognised University/ Institution. (b) Possessing working knowledge of computer	(a) Ten years of regular service in the grade of Lower Division Clerk, with working knowledge of computers to be determined through test; or (b) ten years of regular service in the grade of Photo Copy Machine Operator, with matriculation or equivalent from a recognised board or institution and having qualified in the examination held by the Authority	Officials of Central Government, Public Sector Undertakings, and Statutory and Autonomous Bodies, – (a) holding equivalent post; or (b) having ten years of regular service in the Level- 2 and above	Chairperson – Advisor (A&P) Members – (a) Joint Advisor (A&P) or Deputy Advisor (A&P) (b) Joint Advisor or Deputy Advisor
(13)	Personal Assistant	Hundred percent of posts by direct recruitment, failing which, by deputation or absorption	Not exceeding 30 Years	(a) Passed Twelfth Standard or equivalent examination from a recognized Board/ University (b) Skill Test- (i) Dictation: Ten Minutes @ Hundred words per minute (ii) Transcription: Forty Minutes (English), Fifty-five Minutes (Hindi) on Computer only.	Not applicable	Officials of the Central Government, Public Sector Undertakings and Statutory and Autonomous Bodies (a) holding equivalent post or (b) with six years of regular service in a grade immediately below. Having working knowledge of computer.	Chairperson – Advisor (A&P) Members – (a) Joint Advisor (A&P) or Deputy Advisor (A&P) (b) Joint Advisor or Deputy Advisor

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(14)	Lower Division Clerk	Hundred percent of posts by promotion	Not applicable	Not Applicable	Three years of regular service in the grade of Multi Tasking Staff, with the following: (a) matriculation or equivalent from a recognised board or institution; and (b) minimum typing speed of 30 w.p.m. in English/Hindi or proficiency in computer operation to be determined through test	Not applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division
(15)	Staff Car Driver (Special Grade)	Hundred percent of posts by promotion	Not applicable	Not Applicable	Three years of regular service in the grade of Staff Car Driver (Grade-I) in Level – 5	Not Applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division
(16)	Staff Car Driver (Grade-I)	Hundred percent of posts by promotion	Not applicable	Not Applicable	Six years of regular service in the grade of Staff Car Driver (Grade-II) in Level – 4 or a combined service of fifteen years in the grades of Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade), having passed the trade test specified by the Government	Not Applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(17)	Staff Car Driver (Grade-II)	Hundred percent of posts by promotion	Not applicable	Not Applicable	Nine years of regular service in the grade of Staff Car Driver (Ordinary Grade) in Level – 2, having passed the trade test specified by the Government	Not Applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division
(18)	Staff Car Driver (Ordinary Grade)	Hundred percent of posts by direct recruitment	Thirty-three years	(a) Passed 8 th standard (b) Valid driving licence for motor cars (c) Knowledge of motor mechanism (should be able to remove minor defects in vehicles) to be determined through test (d) Minimum experience of three years in driving a motor car	Not applicable	Not applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division
(19)	Photo Copy Machine Operator	Hundred percent of posts by direct recruitment	Thirty One years	(a) Matriculation (b) Minimum experience of one year in operating photocopy machines	Not applicable	Not applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division

SN	Grade	Method of recruitment and percentage of the vacancies to be filled by various methods	Maximum age limit for direct recruitment	Qualifications and experience required for direct recruitment	Length of service required for promotion	Qualifications and experience required for deputation	Composition of the Selection Committee
(20)	Dispatch Rider	Hundred percent of posts by direct recruitment	Thirty-Two years	(a) Passed Eighth standard; and (b) Valid driving licence for motorcycle/ auto rickshaw; and (c) Knowledge of motorcycle or auto rickshaw mechanism (to be able to remove minor defects in the vehicle) to be determined through test; and (d) Minimum experience of two years in driving a motorcycle or an auto rickshaw; and (e) Ability to read English and Hindi to be determined through test	Not applicable	Not applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division
(21)	Multi Tasking Staff	Hundred percent of posts by direct recruitment, including compassionate appointment	Thirty Years	(a) Passed Eighth standard; and (b) Ability to read and write English to be determined through test for direct recruitment	Not applicable	Not applicable	Chairperson – Joint Advisor (A&P) or Deputy Advisor (A&P) Members – Two Senior Research Officers from Divisions other than A&P Division

Note 1 — For the post of Principal Advisors/Advisors/Joint Advisors/Deputy Advisors/Senior Research Officers dealing with matters relating to Fixed, Mobile and Converged Networks in telecommunication, a Degree in Electronic Engineering, and/or Telecommunications Engineering from a recognized University would be an essential qualification for the persons appointed by promotion/ deputation/absorption, as the case may be, and possessing requisite experience in the telecommunication field.

Note 2 — For the post of Principal Advisors/Advisors/Joint Advisors/Deputy Advisors/Senior Research Officers dealing with matters not falling under Note 1, a Master/Bachelor's Degree in Business Administration/Economics/Commerce/Engineering/Law/Science/Humanities from a recognized University/institution or, membership of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India, as the case may be, would be an essential qualifications for the persons to be appointed by promotion/deputation/absorption, as the case may be, and possessing requisite experience in the relevant field.

Note 3— Mere fulfilment of eligibility criteria, as specified in these Regulations, will not confer a right upon any individual for claiming promotion to the next higher grade. Cases for promotion would be considered subject to administrative expediency keeping in view availability of vacancies in the next higher grade.

VANDANA SETHI, Advisor (Admin & IR)

[ADVT.-III/4/Exty./508/2023-24]