



Advertisement for the post of Deputy General Manager (E5 Scale) or Assistant
General Manager (E4 Scale) –Legal on
Deputation / Absorption basis

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2015 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 need officers on deputation and / or Absorption basis possessing qualification and experience in field of IT and Telecom.

Designation	Vacancy (Nos.)
DGM (E5)	1
AGM (E4)	

1. On Deputation Basis:

TCIL need officers from Central Govt./ State Govt. Armed Forces/ All India Services on deputation basis possessing qualification and experience in field of IT and Telecom. Deputation from CPSE's/ SPSE's is not permitted.

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

Designation	Eligibility
DGM (E5)	holding post at Level 11 of CDA Pay Matrix.(7th PRC)
AGM (E4)	holding post at Level 10 of CDA Pay Matrix.(7th PRC)

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

c. Pay & Allowances: The Govt officers, who shall come on deputation to TCIL, will continue to draw the salary as per their entitlement in the parent Department.

2. Absorption basis-

TCIL need officers from Central/State Govt./Armed Forces of the Union and All India Services/ CPSE's/ SPSE's/ on Absorption basis possessing qualification and experience in field of IT and Telecom. Absorption from Private Sector is not permitted.

**2.1 For Deputy General Manager E5 IDA**

2.1.1	Essential Qualification:	Full-time Bachelor's Degree in LLB of minimum 3/5 years duration recognized by UGC/AICTE and Bar Council of India.
2.1.2	Age :	Maximum 45 years as on 01.10.2022
2.1.3	Pay scale :	E5-IDA (Rs. 80000-2,20000) plus other allowance Like HRA, Medical, LTC, Transport Allowance, Perks & PRP as per Company Rules.

2.1.4 Eligibility & Experience:

Candidate Category	Eligible Pay Scale of Regular Post	Min. experience in Eligible substantive Grade & Scale as on 01.10.2022	Total Experience in relevant field as on 01.10.2022
Central/State Govt./Armed Forces of the Union and All India Services	Pay matrix Level 10 (CDA) Substantive Grade. *	3 years	11 years
CPSE/SPSE	E-4 IDA Scale (Substantive Grade) *	3 years	11 years

* **Note:-** Attention is drawn that candidate shall not only be in the relevant pay-scale but should have also obtained relevant substantive grade. Proof of both shall accompany the application.

2.2 For Assistant General Manager E4 IDA

2.2.1	Essential Qualification:	Full-time Bachelor's Degree in LLB of minimum 3/5 years duration recognized by UGC/AICTE and Bar Council of India.
2.2.2	Age :	Maximum 40 years as on 01.10.2022
2.2.3	Pay scale :	E4-IDA (Rs. 70000-2,00000) plus other allowance Like HRA, Medical, LTC, Transport Allowance, Perks & PRP as per Company Rules.



2.2.4 Eligibility & Experience:

Candidate Category	Eligible Pay Scale of Regular Post	Min. experience in Eligible substantive Grade & Scale as on 01.10.2022	Total Experience in relevant field as on 01.10.2022
Central/State Govt./Armed Forces of the Union and All India Services	Pay matrix Level 8 (CDA) Substantive Grade. *	3 years	8 years
CPSE/SPSE	E-3 IDA Scale (Substantive Grade) *	3 years	8 years

* **Note:-** Attention is drawn that candidate shall not only be in the relevant pay-scale but should have also obtained relevant substantive grade. Proof of both shall accompany the application.

3. Experience: Candidate should have relevant experience in following area(s)-

The candidate should be well versed with the contract law, Arbitration Law, Company Law and other corporate Laws experience in legal matters of a corporate including the following:

- i. effective Handling of all types of litigations and legal cases before Courts/ Forums and other judicial and quasi-judicial authorities including Arbitration matters
- ii. Drafting, vetting of complaints, claims, defence, counter claims, rejoinders, written submissions, replies and other legal documents to be submitted before the judicial authorities.
- iii. Experience in complete contract management in terms of drafting, vetting, negotiation and execution of all kinds of agreements/ MOUs / Affidavits/ Indemnities/ Corporate Guarantee etc

4. Job description: The duties and responsibilities include but not limited to-

DGM / AGM is the middle management executive position below Board level and will be reporting to JGM /GM/CGM/ED as per business need of the company. The duties and responsibilities include but not limited to: -

- i. Prepare notes for approval by the company Board.
- ii. Briefing, Co-ordination and liaising with lawyers and attorneys representing the Company time to time.
- iii. Drafting of legal notices and replies



- iv. Prepare and submit MIS and Periodical Reports
- v. Reduce / settle the existing/pending cases with the approval of the management.
- vi. Liasoning with the officials of Administrative Ministry and submission of various reports, updation of Portals etc.
- vii. Rendering legal advice on various contract matters from time to time.

5. Necessary Instructions: -

- 5.1. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- 5.2. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
- 5.3. The posts advertised are meant for different locations in India/Abroad.
- 5.4. Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
- 5.5. TCIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage. TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
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- 5.7. The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
- 5.8. Candidates working in **Central Govt./ State Govt./ Armed Forces/ All India Services/CPSE/SPSE organizations** should forward their applications through proper channel on or before the last date. Candidate may send advance copy directly to TCIL. However in case the application through proper channel is not received up to last date, it is liable to be rejected.

TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED

(A Government of India Enterprise)



Advt No. TCIL/11/052/HRD/Rct./005/2022

Dated: 15.07.2022

- 5.9. Incomplete/Illegible/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 i.e. Educational/Professional Qualifications, Date of Birth, proof of CTC/ Salary (Proof of salary drawn shall be substantiated through submission of Salary Slips, Form 16, ITR etc.) relevant pay certificate/certified salary slip & Work Experience (s) shall be liable to be rejected. Candidate shall not only be in the relevant pay-scale but should have also obtained relevant grade. Proof of both shall accompany the application. TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
- 5.10. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form as well as on application form. Each envelope should contain single application only.
- 5.11. Interested candidates should send their applications in the prescribed format only in offline mode addressed to **“The General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash -I, New Delhi - 110048”** up to the last date of receipt of applications.
- 5.12. Last date of receipt of application through proper channel: 05.09.2022.