



**TELECOM REGULATORY AUTHORITY OF INDIA**  
Mahanagar Doorsanchar Bhawan, J.L. Nehru Marg,  
(Old Minto Road) Next to Zakir Hussain College,  
New Delhi-110002



F.No.13-4/2015-A&P.

Date: 20 .01.2016

**Subject: Guidelines for engagement of Volunteers in Telecom Regulatory Authority of India (TRAI)**

**1. Object and Purpose**

(a) Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz. TRAI Act, 1997. TRAI has been established to regulate the Telecommunication Services and to protect the interest of service providers and consumers. TRAI also seeks to promote and ensure orderly growth in the telecom sector and matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sector have also been entrusted to TRAI since 2004. In order to execute various policies / recommendations / papers, TRAI needs to encourage volunteers from the fields of Technology, Law, Economics and Public Policy to assist TRAI in effectively achieving the desired goals.

(b) These talents may not be necessarily available within the Government. To meet the requirement TRAI is looking at taking people from industry and academia to work with the Authority on sabbatical or secondment from their parent organisations.

**2. Short Title and Commencement:**

(a) These Guidelines may be called **TRAI Volunteers Guidelines, 2015.**

(b) They shall come into force with immediate effect.

**3. Definition:** Unless the Context requires otherwise, following words shall have the meaning attributed to them in these Guidelines for the purpose of these Guidelines.

(a) "Authority" means The Telecom Regulatory Authority of India



(b) A "Volunteer" is a person who wants to give services to the Authority, either on a part-time basis or on a full-time basis, without any remuneration from the Authority.

(c) "Area of Expertise" means the subject or area in which the Volunteer possesses expertise.

**4. Identification of Volunteers:** The Authority may follow any of the processes given below to identify volunteers:-

(a) The Authority may, whenever it has the requirement of volunteers for any specific area or job(s), post an advertisement on its website prescribing the procedure to be followed by potential volunteers.

(b) Any person who wishes to provide his services on a voluntary basis to the Authority may apply to the Authority as per the application form attached to these Guidelines.

**5. Criteria and Methodology for Selection:** The Authority will follow the following methodology for deciding if an applicant can be accepted as a Volunteer of the Authority:

(a) The Authority shall first determine if the services in the Area of Expertise of the Applicant are needed or otherwise.

(b) Thereafter, based on the application, if the Authority is satisfied that the Applicant possesses requisite specialized skills, experience, qualifications, related professional experience, satisfactory background, references and that there is no conflict of interest between the Applicant as volunteer working for the Authority and any other work the Applicant may be engaging in, either for gain or as a volunteer, then the Authority will issue an offer letter along with the specific role for the Applicant as volunteer and the reporting structure. The Applicant as volunteer will convey acceptance by signing the offer letter and the nondisclosure and confidentiality agreement of the Authority.

(c) The Applicant if employed with the any other organization or student of any institute should have the necessary approvals and authorizations from the Parent Organisation/institute in order to be accepted as volunteer and work with the Authority. These approvals must be provided to the Authority prior to the Applicant joining the Authority.

(d) The Applicant shall disclose to the Authority if there exists or there is a likelihood of any conflict of interest between the applicant, his association and the TRAI to determine his eligibility for selection as volunteer.



6. **Selection:**

(a) After the preliminary scrutiny regarding eligibility, the applications of shortlisted candidates will be placed before the committee constituted for selection. In case of Regional Offices, the shortlisted applications will be forwarded to Regional Offices keeping in view the preference of location of candidates.

(b) Selection Committee at Headquarters as well as at ROs will be constituted with the approval of Secretary, TRAI consisting of Advisor (A) and Advisor (Legal/Finance).

(c) The selection committee may conduct personal or telephonic interview, if required. No TA / DA shall be paid to candidates for attending the personal interview.

(d) In case any relaxation is required the same shall be placed before Secretary, TRAI for approval.

7. **Code of Conduct:** The Volunteers appointed by The Authority shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

(a) He/ She shall follow the Rules and regulations of the Authority that are in general applicable to the employees of the Authority.

(b) He/She shall develop work plans and work schedules in consultation with his/her supervisor and will adhere to the same.

(c) He/She shall follow the confidentiality protocol of the Authority and shall not reveal to any person or organisation confidential information on the Authority, its work and its policies.

(d) He/She may, with the prior permission of the Authority, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the Authority cannot be revealed under any circumstances.

(e) Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views and do not represent or reflect the views of the Authority.

(f) In general, he/she may not represent the Authority vis a vis third parties. Some Applicants may specifically be authorised to interact with third parties on behalf of the Authority depending on the nature of their roles and responsibilities.



(g) Interaction with third parties, if permitted by the Authority, should be need based; in particular he/she shall not interact with or represent the Authority to the media (print and electronic).

(h) He/She will conduct himself/herself professionally in his relationship with the Authority and the public in general.

(j) He/She will be required to submit a report of his work prior to leaving the Authority.

**8. Termination:** Either the Volunteer or the Authority may terminate the relationship under any one of the following situations:

(a) The Authority may disengage the Volunteer if the Authority is of the view that the services of the volunteer are no more required.

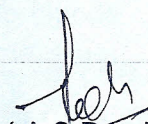
(b) In general the Authority may terminate the services of the Volunteer at any time without assigning any reasons and with immediate effect.

(c) In general, if the Volunteer decides to disengage from the Authority, he should provide 2 weeks' prior notice. However, the Authority may, in certain cases, particularly long term Volunteers, prescribe a notice period of upto one month. Notice period may be waived from time to time by the supervisor depending on the role of the Volunteer.

(d) Upon termination, the Volunteer must hand over to the Authority, any papers, equipments or other tangible assets which might have been given to the Volunteer by the Authority in course of his work with the Authority. This will include any badges or ID Cards which may have been issued to the Volunteer.

(e) If it comes to the notice of the Authority that the person whose services have been terminated by the Authority continues to act in a manner which gives an impression that he is still working as a volunteer for the Authority, the Authority shall be free to take appropriate legal action against such person.

**9. Power to Remove Difficulties:** Chairperson or his appointed representative shall have the power to remove any difficulty which comes in the way of the implementation of these Guidelines.

  
( A.S. Pandey )  
Lt. Col.  
Joint Advisor (Trg)



**Volunteer Application  
Form**

**[See Guidelines 4(b)]**

1. Covering Letter with the following information (not more than 500 words)
  - a) Areas of Expertise of the person.
  - b) Why they would like to work as a Volunteer with the Authority.
  - c) How the Authority would benefit from the Volunteer working with the Authority
2. Curriculum Vitae (Annexure-II)
3. Two references



APPLICATION FOR ENROLING AS 'VOLUNTEER' WITH TELECOM REGULATORY AUTHORITY OF INDIA (Please use dropdown options , wherever provided)					
1	Name of the Applicant				
2	Date of Birth (mm/dd/yyyy)				
3	Gender				
4	Educational Qualifications	Graduation	Post Graduation	Any other	Any other
	Degree				
	Subject				
	Institute				
	Place				
5	Whether you are aware that as per the guidelines placed on the website, your services will be without remuneration? (Y/N)				
6	Whether the services offered by you will be on part-time or full time basis? (PT/FT)				
	If Part Time, please indicate:	Time of Day	Days of Week	From Date (mm/dd/yyyy)	To Date (mm/dd/yyyy)
7	The place where the services will be offered?	Block	Village	Town	District
		City	State/UT	PIN	Anywhere?
8	Please specify the Two areas of expertise , which may be of relevance to the TRAI				
	Respective years of Experience				
	Any other				
	Total Years of Experience				



9	Contact details	Phone (Prefix STD Code)	Cell No.	Address	e-mail ID
10	Applicant to write in Max 75 words as to why he /she would like to work with TRAI and also how TRAI will benefit from their working.				
11	Two References and their contact details				
Please refer to the Volunteer Guidelines. Please attach this Excel and your C.V.					