

F. No. 30-18/2017-Admn.I  
भारत सरकार /Government of India  
संचार मंत्रालय /Ministry of Communications  
दूरसंचार विभाग /Department of Telecommunications,  
415 संचार भवन,20 अशोका रोड /415, Sanchar Bhawan, 20 Ashoka Road,  
नई दिल्ली /New Delhi-110 001

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दिनांक :19 /09/2017

CIRCULAR

Subject: Engagement of Retired Section Officer as Consultant at Section Officer level in the Department of Telecommunications-Reg.

The Department of Telecommunications is proposing to engage six consultants at the level of Section Officer initially for a period of six months from the date of engagement. Accordingly, applications are invited from retired Government employees, who fulfill the following eligibility conditions:-

- i) Must have retired from Central Government Service at the level of Section Officer.
- ii) The upper age limit should not exceed 70 years, as on the last date of submission of application for the post.
- iii) Well acquainted with the functioning of Government/Ministries;
- iv) Must be well aware of various rules/regulations of Govt. of India, capable to handle administrative/establishment matters (including General Administration), framing of Rules, Regulations, Vigilance matters, Court cases, Parliament Questions and related matters, RTI, Public Grievances, procurement matters, Reservation matters, examination of financial proposal, grant-in-aid, dealing with Subordinate/attached offices, PSU etc.
- v) Must have working knowledge of computer.

2. The engagement of Consultants shall be subject to the following Conditions:

- a) The retired Government servant himself should apply expressing clearly his willingness for his engagement as consultant stating his suitability for the broad nature of work.
- b) The person must be able to work in MS Word, Power point and should be proficient in noting, drafting and examining proposals.
- c) The consultant should not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car and residential accommodation from Central Government pool.
- d) The engagement of the Consultant will be purely on Contract basis.
- e) The candidate will be required to sign a non-disclosure undertaking.
- f) The Headquarters of Consultant will be at Delhi.
- g) The engagement shall be initially for a period of six months, which may be extended subject to the approval of the competent authority.
- h) Working hours shall normally be from 9.00 am to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work,

they may be required to sit late and they may be called on Saturday/Sunday and other Gazetted holidays.

- i) The retired official on his engagement as consultant may be allowed leave at the rate of 20 days in each calendar year. To perform outstation duties, TA/DA as per his entitlement before his retirement will be paid
- j) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to continue for whatsoever reasons may be, he may give minimum one month's notice to the office. The decision of Secretary (T), Department of Telecommunications shall be the final in all respects.
- k) No typing/stenographic assistance shall be provided.
- l) Remuneration: the consolidated fee/remunerations for the consultants shall be restricted to the difference between last basic pay(as per VI CPC) drawn by the retired officer and basic pension(as per VI CPC) plus dearness allowance at the rate applicable to Central Government servants thereon.

3. Section Officers who have retired recently may be given preference.

4. The persons who fulfill the eligibility criteria and are willing to offer their services as consultant, may submit their applications in the prescribed proforma(enclosed) latest by **18<sup>th</sup> October, 2017** to Under Secretary(Admn.I), Department of Telecommunications, Room No.417, Sanchar Bhawan, New Delhi.



(Arvind Kumart Jha)

Under Secretary to the Govt. of India.

To

1. All Ministries/Departments to the govt. of India with request to give wide publicity.
2. Dir(NK) for uploading the circular on DoT Website under "Vacancy".
3. E-Office Notice Board.

PROFORMA

APPLICATION FOR ENGAGEMENT AS CONSULTANT  
IN  
DEPARTMENT OF TELECOMMUNICATIONS

Recent  
passport size  
photograph to  
be  
pasted here

1. Name
2. Date of birth
3. Contact Number(Mobile) /e-mail
4. Address for communication
5. Date of joining in Government Service
6. Date of retirement
7. Name of the Ministry/Department  
from which retired
8. Last pay drawn *(as per 6<sup>th</sup> CPC)*  
(Copies of LPC and PPO should be enclosed)
9. Grading of last Five years ACR

Year	Grading

10. Education qualifications
11. Details of knowledge in computer

12. Brief particulars of Experience  
(in the Grade of Section Officer)

Post held	From	To	Ministry/Department	Subject handled (in brief)

Place:

Date:

Name and Signature of Applicant