

भारत सरकार
दूरसंचार विभाग
अपर दूरसंचार महानिदेशक कार्यालय
कैरल लाइसेंस सेवा क्षेत्र
प्रथम तल, सी टी ओ बिल्डिंग,
काराकाट रोड, एर्णाकुलम
केरला - 682016



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

F.No. DoT/KRL/E-152/Engagement of consultants/LDC/TA/2026-27/01

Dated the 24 -07-2026

VACANCY CIRCULAR

(Engagement of Consultants - Kerala LSA, Ernakulam)

Sub: Engagement of consultant for vacant posts of Telecom Assistant (TA) and Lower Division Clerk (LDC) on temporary and short-term contract basis in the O/o Addl. DGT, DoT, Kerala LSA, Ernakulam.

Office of Addl. DGT, Kerala LSA, Department of Telecommunications, Ministry of Communications, Ernakulam proposes to engage Consultants (Telecom Assistant (TA) and Lower Division Clerk (LDC)) on purely temporary and on short term contract basis for an initial period of 6 months, extendable further up to a maximum of 6 terms (6 months each) or 65 years of age or till regular/ deputation manpower is posted, whichever is earlier.

The details are given below:

Sl.No.	Name of the post	Level in pay matrix	Classification of Post	No. of posts likely to be filled	Place of posting
1	Telecom Assistant(TA)	Level 5 of 7 th CPC Pay Matrix (Rs.29,900-92,300)	General Central Service, Group 'C', Non-Gazetted (Non-Ministerial)	01(One)	Ernakulam, Kerala
2	Lower Division Clerk (LDC)	Level 2 of 7 th CPC pay matrix (Rs.19,900-63,200)	General Central Service, Group 'C', Non-Gazetted (Non-Ministerial)	Ernakulam-01 Thiruvananthapuram-01	Ernakulam

- Applications are invited from retired Central Government officials, retired officials of PSUs including BSNL/MTNL or Research organizations with adequate computer knowledge, Technical/ Administrative background as detailed below to work as consultant in this office.
- The details of terms & conditions of engagement are given below. O/o. Addl. DG, Kerala LSA, reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever. Application form for the post of consultant on contract basis is enclosed herewith as Annexure-A. **Last date for submission of application is 17:00 Hrs 31--08-2026.** Applications received after due date will not be considered.

Sl No.	Terms and Conditions	Details
1.	Nature of Duties Consultant (Telecom Assistant)	Duties may be assigned in any of the works being carried out in Kerala LSA, DOT: - Service Compliance -Various activities related to CAF audit, EMR audit, Service Testing, Roll out obligation, etc. - Technology -Inspection of licensees' network, Advocacy & public awareness, co-ordination for PMWANI, etc. - Security - Assisting Security vertical in their works like Audit, Inspection etc. - Rural - Verification of Telecom Connectivity and coverage across different geographical areas (Tribal, Rural, Hilly etc), verification of USO sites, inspections, data analysis, report preparations etc. - State Co-ordination - Co-ordination with State Govt, UT, arranging meetings with state Govt. coordination for ROW clearances, CBUD usage etc. - Estt/Admn.: Establishment/Administrative functions. RTI,Legal, CPGRAMS, Processing of GeM purchase/local purchase, collecting & compilation of data and preparation of reports/[periodical reports - And any other duties assigned by this office from time to time. Desirable Experience: In the above areas/ Technology/ Software/ Telecommunications etc. Candidates should be conversant with computers and be able to perform work in electronic mode also.
	Consultant (LDC)	Working on various clerical related works, working on both physical and IT related files. Working on various tools of MS Office suites, drafting/noting skills and general office administration etc.
	<i>Note: Consultants may have to go on official tour to discharge the different functions as and when required. TA/DA as applicable shall be paid.</i>	
2.	Period of engagement	The initial contract would be for a period of 6 months extendable further 6 terms of 6 months or Sixty-five years of age or posting of regular staff whichever is earlier. (Total 3 years)
3.	Eligibility	a) Age: Candidate should not be more than sixty-four years (64 years) of age on the last date of receipt of applications. b) Rank during retirement (i) For Consultant in Telecom Assistant (TA) Level: - Retired Govt. servants from DoT or any other Central/ State Govt. Ministries/ Departments or from BSNL/MTNL/any other PSU or Research Organisation with CDA scale with minimum substantive grade of Level 5 of the 7th CPC or equivalent IDA scale or holding analogous post or above. (ii) For consultant in Lower Division Clerk (LDC) level: - Retired Govt. servants from DoT or any other Central/ State Govt. Ministries/ Departments or from BSNL/MTNL/any other PSU or Research Organisation with CDA scale with minimum substantive grade of Level 2 of the 7th CPC or equivalent IDA scale or holding analogous post or above.

		C) Retired persons from BSNL/MTNL under VRS-2019 scheme are also eligible to apply.
4.	Desirable qualifications	a. Computer Literacy: Knowledge of MS Word, MS Excel, PPT will be given due weightage while shortlisting the candidate. Data base analysis (e.g. SQL) programming knowledge is also desirable. b. Knowledge of Hindi.
5.	Remuneration	The monthly consolidated fee/remuneration payable to the retired persons engaged as consultants shall be in accordance with the Department of Expenditure OM no. 3-25/2020-E.III A, dated 09-12- 2020 endorsed by DoT letter No.1-3(01)/2021-PAT, dated 08- 02- 2021 and No.3-10/2014-SEA-I/Fin, dated 29/03/2022 DoT Letter no. 9- 08/2019-20/Fin(Pt) dated 16-06-2023 (copy at Annexure B) and as amended from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.
6.	Allowances	a. No increment and Dearness Allowance shall be allowed during the term of contract, no House Rent Allowance shall be admissible. b. An appropriate and fixed amount as Transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the engaged consultant at the time of retirement. c. The engaged consultant shall be allowed TA/DA on official tour, if any as per the entitlement and extant rules on the subject.
7.	Leave of absence	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
8.	Income Tax	Income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate. Service tax as applicable shall be payable extra as the prevailing rates
9.	Terms and Conditions	Terms and Conditions for hiring services of consultants shall be governed as applicable by: (1) Ministry of Finance DoE OM F.No.3-25/2020-E.IIIA dated 9th December 2020 (2) Order No.3-10/2014-SEA-I/Fin, dated 29.03.2022 (3) DoT Letter no. 9-08/2019-20/Fin(Pt) dated 16-06-2023
10.	Age limit	Candidate should not be more than 64 years of age on the last date of this application.
11.	Confidentiality of data and documents	The data collected/produced as well as deliverables produced for the O/o Addl. DGT, Kerala LSA shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from the O/o Addl. DGT, DoT, Kerala LSA, without express written consent of this office. The consultants are bound to hand over the entire set of records of assignments to this office before the expiry of the contract and before the final payment are released by this office. The Consultant so engaged shall sign an agreement of confidentiality with the Department of Telecommunications containing a clause of Ethics and Integrity.

12.	Conflict of interest	The consultants engaged shall in no case represent or give opinion or advise to others in any matter which is adverse to the interest of the Department.
13.	Closing date for submitting applications	<u>Up to 17.00 Hrs of 31. 08.2026</u>
14.	Selection procedure	A committee would be formed to scrutinise applications/supporting documents. The engagement will be made on the basis of an interview to assess the knowledge about functional requirements and willingness to work. The panel will <u>be valid normally for one year.</u> The decision of the Head of LSA in the matter of selection of consultants shall be final and binding upon the applicants.
15.	How to apply	As per enclosed format named as Annexure-A
16.	Termination of contract	The contract may be terminated by either of the party with prior notice of at least 30 days. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provision of the guidelines for engagement of consultants in DoT as amended from time to time.
17.	Application in prescribed proforma to be forwarded to	Asstt. Director (Estt.), O/o. Addl. DGT, Dept of Telecommunications, Kerala LSA, CTO Building, Karakkat Road, Ernakulam South -682016. Tel No.0484-2204922

4. Application is required to be made in the prescribed proforma attached herewith at Annexure-A .
5. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provisions of the guidelines for engagement of consultants in DoT as amended from time to time.

Director (Admn.)
Kerala LSA, Ernakulam
Tel. No.(O) 0484-2204922

Copy for information to:

1. Director (IT), DoT HQ, New Delhi with a request to publish on DoT Website under 'Vacancies'
2. Director (Admn), DGT, Dept of Telecom, New Delhi.

APPLICATION FORMAT FOR THE POST OF CONSULTANT

Recent
Passport Size
Photo

A. Name of the Post applied for

Tel. Asstt.		LDC	
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(Put ✓ mark in the relevant column)

Ernakulam		Thiruvananthapuram	
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B. Choice of place of posting

(Put ✓ mark in the relevant column) (**Only for LDC**)

1. Name :
2. Father's Name :
3. Aadhaar Number :
4. Date of Birth (DD/MM/YY)
5. Present address/Correspondance address :
6. E-mail address :
- 6 Telephone No.(Mobile) :
7. Date of entry into Government service :
8. Date of Retirement :
9. Last month basis pay drawn :
10. Basis pension as on Date :
11. Educational Qualification :
12. Brief particulars of service with nature of duties performed for 10 years before retirement
(Details may be given in additional sheet if space is not sufficient)

Sl No.	Name of Ministry /Dept.	Period (DD/MM/YYYY)		Post held	Nature of work done
		From	To		

13. Brief particulars of service with nature of duties performed for after retirement till date

Sl No.	Name of Ministry /Dept.	Period (DD/MM/YYYY)		Post held	Nature of work done
		From	To		

14. Knowledge of computer/ software

Ms. Word	
MS Excel	
Power Point Presentation	
Any other	

15. Additional information, if any, to support of your suitability for the post:

16. Following documents must be attached with the application

- LPC of last month of service/Latest three months pension amount (Bank/postal statement of pension/saving account)
- Proof of last post held
- Copy of Aadhar Card.
- Copy of the PPO.

CERTIFICATE

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.

Yours faithfully

Signature

Full Name

Date

Place

DECLARATION

I, _____ hereby declare that my engagement as a Consultant in Kerala LSA, Department of Telecommunications, Ernakulam , is purely on a short-term contract basis.

2. I shall not have any right to claim for seniority or regular appointment/ services in the Government/ LSA based on the services rendered by me as a Consultant in Kerala LSA, Ernakulam .

3. I acknowledge that I am not entitled for any other entitlements in the Department of Telecommunications or Kerala LSA, Ernakulam except the consolidated lump-sum remuneration admissible as per applicable rules, and I shall not resort to any claim in this regard.

Yours faithfully

Place

Date

Name and Signature