

Date: : 30 .08.2019

CIRCULAR

Sub : Engagement of Retired Section Officers/Assistant Section Officers as Consultants at Assistant Section Officer Level in the Department of Telecommunications-reg.

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

- i) Must have retired from Central Government Service at the level of Section Officer/ Assistant Section Officer or equivalent posts.
- 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 Government 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, examination of financial proposals, Grant-in-aid, dealing with subordinate/attached offices, PSUs etc.
- v) Must have working knowledge of computer.

2. The engagements 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 will 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 PM 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.

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- j) The services of Consultants may 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.
- k) No typing/stenographic assistance shall be provided.
- l) Remuneration : The consolidated fee/remuneration for the Consultants shall be restricted to the difference between last basic pay(as per 7<sup>th</sup> CPC) drawn by the retired officer and basic pension(as per 7<sup>th</sup> CPC) plus dearness allowance at the rates applicable to Central Government Servants thereon.)
- m) The decision of Secretary(T), Department of Telecommunications, shall be final in all respects.

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

4. The persons who fulfill this eligibility criteria and are willing to offer their services as Consultants, may submit their applications in the prescribed proforma(enclosed) latest by 27.09.2019 to Under Secretary(Admn.I), Department of Telecommunications, Room No. 417, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001.

5. Selection of the suitable candidate as Consultant shall be done on the basis of interaction/interview with the candidate.

  
(Arvind Kumar Jha)  
Under Secretary to the Govt. of India  
Tel. 2303 6210

To

1. All Ministries/Departments of Government of India with the request to give wide publicity.
2. Director(IT-IV) for uploading the circular on DoT website under 'Vacancy'
3. E-office Notice Board

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

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

Place:

Name and Signature of Applicant

Date:

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 the PC)*  
(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