



DOT/NGP/Consultant Hiring/2021-22/3

Dated 04.06.2021

NOTIFICATION

Subject: Engagement of consultants at the level of Group C on temporary contract basis in MH LSA, DoT, Nagpur–Reg.

DDG(C), Nagpur MH LSA, Department of Telecommunications (DoT), Ministry of Communications proposes to engage one Group C level consultant at level 4 of 7th CPC against the vacant post on purely temporary and on contract basis in MH LSA, DoT Nagpur for a period of six months or till regular manpower is posted, whichever is earlier.

1. Applications are invited from retired Government servants/ retired officers/ officials of PSUs or research Organizations having age less than 64 years with adequate knowledge of working on computers/shorthand typing/drafting and noting as mentioned in the section (i.e. Nature of Duties) of this notification. The consultant will be engaged on a short-term contract basis initially for a period of six months. Based on his/her performance and requirement of this office, the contract can be further extended till regular manpower is available or up to a maximum of 6 terms of 6 months each or up to 65 years of age whichever is earlier.
2. The retirees under SVRS Schemes who have been paid ex gratia for remaining period of service need not apply.

DDG(C), Nagpur MH LSA reserves the right to accept or reject in part or in full any or all the responses without assigning reasons whatsoever.

The format of application form for the post of consultant on a contract basis is at **Annexure-I** and also available on DoT website www.dot.gov.in under vacancies heading along with notification. The last date for submission of the application is **21-06-2021**.

3. Nature of Duties for Consultants at Group C level:

- a) To assist DDG as personal assistant.
- b) Working on computer, working with MS Office suite (xls,word),drafting/noting/shorthand typing, general office works.
- c) Any other work assigned by senior officers from time to time.

4. **Period of engagement:** -The initial contract would be for a period of six months extendable further up to a maximum of 6(six) term of 6(six) month each or up to 65 year of age whichever is earlier depending on his/her performance till regular officials are available.

5. Eligibility:

For consultant to be hired in Group C (Level 4 in 7th CPC) – Retired Government servants/ retired officers/ officials of PSUs or research Organizations who had retired as Steno/PA/PS/PPS/Sr.PPS or equivalent post. Knowledge of working on computer/shorthand typing/drafting and noting is a must.

6. Remuneration per month:

The consolidated fee/remuneration for the Consultant shall be in accordance with DoE OM F.No. 3-25/20220-E.IIIA dated 09.12.2020 forwarded vide Dot File No. 1-3(01)/2021-PAT dated 08.02.2021 its amendments as issued from time to time (**Annexure II**). The payment will be made on monthly basis. 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 as applicable shall be payable extra at the prevailing rates.

7. Age Limit: -

Candidate should not be more than 64 years of age on the date of application.

8. Confidentiality of data and documents: -

The data collected/produced as well as deliverables produced for the O/o DDG(C), Nagpur, MH LSA, shall remain with office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of assignment from the O/o DDG(C), Nagpur, MH LSA, without the express written consent of the O/o DDG(C), Nagpur, MH LSA. The consultants are bound to hand over the entire set of records of assignment to this office before the expiry of the contract and before the final payment is released by this office.

9. Conflict of interest:

The consultant engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

10. Closing date for submission of applications: Up to 17:00 Hrs of 21.06.2021

11. Selection procedure:-

A selection committee will scrutinize the valid applications, conduct personal interview and draw a panel of eligible candidates in order of their merit with approval of DDG(C), Nagpur which will be valid for a period of 6 months. The top candidate in order of merit from this panel will be offered the engagement as consultant for MH LSA, Nagpur to the extent of vacancies. In case of refusal of the offer next candidate in the panel will be offered the engagement. The decision of the department in the matter of selection of consultant shall be final and binding.

12. **How to apply:** Applications in the enclosed format named as Annexure-I in hard copy to be submitted by post or scanned soft copy by email on dircnngp.mh-dgt-dot@gov.in and should reach this office within the due date i.e. 17:00 hrs of 21.06.2021. Applications received after the due date and incomplete applications will not be considered.

13. Special Condition: -

The consultant may have to travel some time out of the station as per work requirement. Those who are not able to travel need not apply.

The extant terms and conditions issued by the Central Government for engaging the retired personal shall also be applicable.


14. Application to be forwarded to:-

Director (Compliance),
O/o DDG(C),Nagpur,MH LSA,
Department of Telecommunication,
Second Floor,Khamla Telephone Exchange
Khamla,Nagpur-440025

Email dircnngp.mh-dgt-dot@gov.in

15. **Termination of contract:-** The contract may be terminated by either of the party with prior notice of 30 days even before expiry of contract period.

The above-said engagement is purely on temporary and contract basis. The selected candidate will be governed by the provision of the guidelines for the engagement of consultants in DOT as amended from time to time.


Director(Compliance)
O/o DDG(C),Nagpur,MH LSA,
Department of Telecommunication,

Copy For Kind Information to:

1. Advisor, MH LSA.
2. Director (IT), DOT HQ, New Delhi With a request to publish on DOT website under 'Vacancies.
3. CCA, MH circle Nagpur.
4. TERM Nodal, BSNL, MH Circle, Nagpur with a request to arrange for publish on MH Circle BSNL website.
5. Notice Boards.
6. Office Copy.

Annexure-1

APPLICATION FORMAT FOR THE POST OF CONSULTANT IN MH LSA DOT

1. Name
2. Father name
3. Present residential address
4. Consultant post applied for (Please tick the appropriate box)

Self attested
photograph

Gp C level

5. Post from which retired from Govt. Service/PSU (copy of proof mentioning the post at time of retirement)

Seno	PA/PS	PPS/Sr.PPS	Others
------	-------	------------	--------

6. Aadhar no. (self-attested copy to be enclosed)
7. PAN no (self-attested copy to be enclosed)

8. Date of Birth (DD/MM/YYYY)
9. Mobile no. & Email address
10. Date of entry into Govt. Service/PSU
11. Date of Retirement.
12. Mode of retirement (please tick)

Superannuation	SVRS	VRS	others
----------------	------	-----	--------

13. Knowledge of computer (Please tick)

MS word	MS excel	Power point
---------	----------	-------------

14. Brief of service with nature of duties performed in last five years before Retirement.

SI no	Name of ministry/Deptt/PSU	Period (MM/YYYY)		Post held	Station of posting	Nature of work done
		From	to			

15. Amount of basic pension as on 31.05.2021 (Please attach self-attested copy of PPO or order issued by PSU).

16. Pay scale level & basic pay from which retired (Please attach self-attested copy of LPC/pay slip of the month of retirement)

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.

Date:
Place:

Yours' Faithfully,

(Signature)

Name
Address
Mobile No.
Email id.

भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
दूरसंचार विभाग/Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road
New Delhi -110001

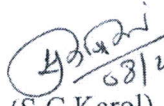
Dated: 08/02/2021

CIRCULAR No. 154

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees

The undersigned is directed to forward herewith a copy of Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 on the subject cited above for information and necessary action.

Encl: As above


(S C Karol)
Director (Estt.)
Phone: 2303 6500

Copy to:

1. PPS to Secretary (Telecom)
2. PPS to Member (T)/ Member (S)/Member (F)
3. Director General Telecom/ CGCA
4. All Advisors/ Sr. DDG (TEC)/(NTIPRIT)/(NCCS)
5. All Heads of LSAs/ CCAs
6. CMD, BSNL/ MTNL/ TCIL/ BBNL
- 7 Executive Director, C-DoT/ Dir. WMO, New Delhi
8. Director (Staff)/ Director (SEA) / Director (Civil), DoT HQ
9. Director (IT), DoT for posting this circular on the web-site of DoT
10. Dy. Secretary (Admin-I)/ (Admin-II)/ (Admin-III) & (Admin-IV), DoT
11. PAO, and all the concerned Sections, DoT, New Delhi
12. SO (Pay Bill), DoT, HQ, Sanchar Bhawan

F. No. 3-25/2020-E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

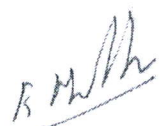
7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance

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 appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7.3 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. Term of Appointment

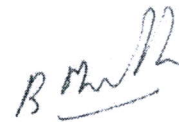
8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. Exemptions

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K. Manthan)
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.