



**Govt. of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**Office of the Dy Director General TERM (Kerala)**  
**CTSD Complex, Gandhi Nagar, Kochi - 682 020**

No. DOT/KRL LSA/ Tender for Consultant /2017-18/14

Dated: 18/9/2017

**NOTIFICATION**

Sub:- Engagement of consultant on temporary contract basis in the O/o Sr. DDG, Kerala LSA, DOT

Office of Sr. DDG, DOT Kerala LSA, Ernakulam proposes to engage ONE consultant on purely temporary and on contract basis for a period of 6 (Six) months / or till regular hands are posted whichever is earlier. This is extendable to another term of Six months based on his/ her performance and the requirement of his/ her services.

**Duties to be performed:**

- Customer Document Verification with the objective to ascertain whether the mobile service operators are following the DoT guidelines for Customer verification before providing connections.
- Co-ordination with all service providers – TSPs,ISPs,OSPs
- Electromagnetic Field Testing/Maintaining and Updating of Cell sites record/BTS Register.
- Other Works allotted as per requirement etc

**Eligibility Conditions**

**A)** Retired AD/ SDE level officers of DOT/ PSUs of DOT are eligible to apply

- Computer literacy is necessary/essential.
- Should be well conversant with Government of India rules.

**B)** Desirable Qualification:

- Working knowledge in Computer with large database using utility software such as MS Office/MS Access/Linux/RDBMS.
- Exposure to Telecom regulation, policies & functioning related to mobile towers, maintenance and auditing of customer database, licensing related monitoring functions etc. is desirable.

**Age:**

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

**Pay:**

- The difference between last pay drawn by the retired official and basic pension +DA at the rate applicable for central government employees from time to time will be paid as remuneration. No other allowances and benefits are payable. 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.

The general terms and conditions applicable are

1. The data collected / procured as well as deliverables produces for the O/o Sr. DDG, DOT, 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 any information collected for the purpose of this assignment or during the course of assignment from the O/o Sr. DDG , DOT, Kerala LSA without the written consent of this office. The consultant shall be bound to hand over the entire set of records of assignment to this office before expiry of contract and before the final payment is released by this office.
2. The consultant engaged by the office of Sr. DDG, DOT, Kerala LSA shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the department.
3. The contract can be terminated by either of the party with prior notice of 30 days.
4. The selection will be based on the committee constituted for the purpose.
5. Working hours is from 9:30 am to 6:00 pm from Monday to Friday. Consultant shall be eligible for 8 days leave in a calendar year. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year.
6. The selected candidate will be governed by the provisions of the guidelines for engagement of Consultants in DOT as amended from time to time.

The format of application is appended (Annexure `A'). The last date for receipt of applications is 19th Oct 2017. The above notification is available on the official DoT website [www.dot.gov.in](http://www.dot.gov.in). The interested retired personal may apply in the prescribed format with all necessary supporting documents to the DIRECTOR II, O/O Sr. DDG, DOT Kerala LSA, CTSD COMPLEX, GANDHI NAGAR, ERNAKULAM, KERALA - 682020.

Encl: Annex – A

Geetha Godwin ITS,  
DIR II, O/O Sr. DDG, Kerala LSA, DOT, Ernakulam  
Ph:0484 2207700  
[Email: dir2termkri-dot@nic.in](mailto:dir2termkri-dot@nic.in)

Copy to

1. Notice Board
2. ADG (IT), DOT HQ for uploading on DOT website.
3. Sr. DDG(TERM), DOT HQ| for favour of information
4. DDG(ESTT), DOT HQ | for favour of information

**APPLICATION FORMAT FOR THE POST OF CONSULTANT**

1. Name
2. Father's Name
3. Present Residential Address
4. Date of Birth ( DD/MM/YYYY)
5. E-Mail address with telephone No
6. Date of Entry into Govt. Service
7. Date of Retirement
8. Educational Qualification
9. Brief Particulars of service in 10 years prior to retirement

|       |
|-------|
| Photo |
|-------|

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

10. Knowledge of Computer

11. Additional information, if any, in support of your suitability for the post.

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:

Full Name