

भारत सरकार
Government of India
संचार मंत्रालय
Ministry of Communications
दूरसंचार विभाग
Department of Telecommunications
संचार लेखा नियंत्रक का कार्यालय , केरल
Office of the Controller of Communication Accounts, Kerala
Door Sanchar Bhavan : Thiruvananthapuram – 695 033

No. CCA/KRL/60-129/15/Admn

Dated : 01.11.2017

CIRCULAR

Sub: Engagement of consultants on temporary contract basis in the O/o CCA,Kerala.

The CCA, Kerala Circle, Department of Telecommunications, Ministry of Communications, Thiruvananthapuram proposes to engage 1(One) consultant on purely temporary and on contract basis for a period of 3 (three) months or upto completion of the revision of the pension. Applications are invited from retired government personnel having exposure to Pension related work as consultant in this Office on short-term contract basis for a period of 3 months or upto completion of the revision of pension. The details of TOR of engagement are as under. The O/o CCA, Kerala reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

2. Application form for the post of Consultant on contract basis is enclosed herewith. Last date for submission of application is 10.11.2017. Applications received after due date will not be considered.

Sl.No.		Details of duties, etc
1.	Nature of Duties	Processing of pension/Pension revision compact software
2.	Period of engagement	The contract would be for a period of 03(three) months or upto completion of the revision of pension. The contract can be terminated by either party by giving a notice of one month.
3.	Eligibility	Retired Senior Accountant/Junior Accountant experienced in processing pension cases in computerized programmes.
4.	Remmuneration per month	Difference between last pay drawn(as per 6 th CPC) by the retired official and basic pension + DA at the rate applicable for central government employees from time to time. No other allowances and benefits are payable. Payment will be made on monthly basis.
5.	Age Limit	Candidate should not be more than 64 years of age on the last date of application
6.	Confidentiality of data and documents	The data collected/procured as well as the deliverables produced for the O/o, CCA, Kerala 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 the assignment from the O/o CCA, Kerala, without the express written consent of this office. The consultant shall be 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.
7.	Conflict of interest	The consultant engaged by the O/o CCA, Kerala shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
8.	Closing date for submission of applications	10.11.2017

9.	Selection procedure	Selection Committee to be constituted for this purpose.
10.	How to apply	As per the enclosed format
11.	Application to be forwarded to	The Sr.Accounts Officer(Admn), O/o CCA,, Kerala Circle, BSNL Building, 5 th Floor, Thiruvananthapuram-33.

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.



(K.T.Joseph) 1.11.2017

Sr.Accounts Officer (Admn)

Tele No. 0471-2303575

e-mail id : dyccaadmintvm@nic.in

1.Notice Board

2. The Director of Accounts(Postal), Kerala Circle, Thiruvananthapuram for circulation in their Office.
3. The AAO, System Administration for uploading in the Website.
4. ADG, SEA III section for information.

APPLICATION FORMAT FOR THE POST OF CONSULTANT

1.	Name	
2.	Father Name	
3.	Present Residential Address	
4.	Date of Birth	
5.	E-mail Address with Telephone/ Cell Phone Number	
6.	Date of Entry into Govt. Service	
7.	Date of Retirement	
8.	Education Qualifications	
9.	Brief Particulars or service with nature of duties performed (Starting from last appointment)	

S.No.	Name of Ministry/Deptt.	Period (MM/YYYY)	Post held	Nature of work.

1. KNOWLEDGE OF COMPUTER

MS Word	
MS Excel	
Power Point Presentation	

2. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST

This is to certify that no disciplinary proceedings were pending/ contemplated 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,

DATE :
PLACE :

Signature of the candidate
(Name in Full)