

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF TELECOMMUNICATIONS  
Office of Advisor Maharashtra LSA, CTO COMPOUND,  
CHURCH ROAD, CAMP, PUNE- 411 001.

No.DoT/Pune/Admin/consultants/06

Date: 07.01.2019

NOTIFICATION

Sub: Engagement of consultants on temporary contract basis in the Office of Advisor MH LSA, Pune reg.

License Service Area Head of Maharashtra License Service Area (LSA), Pune, Department of Telecommunication, Ministry of Communications proposes to engage 4 consultants (Two in AD cadre & 2 in JTO Cadre) on purely temporary and on contract basis for a period of Six Months or till regular manpower is posted, whichever is earlier. Applications are invited from retired officers of DoT/ other Central Government department /BSNL/MTNL having knowledge of TERM Cell works or maintaining/planning/ Basic Telecom/ Mobile/NGN/Computer Network and computer knowledge as detailed below as consultant in this office on 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 up to 1 year or 65 years of age whichever is earlier. The details of terms of reference (TOR) of engagement are as under. The LSA Head of MH LSA, Pune 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 21.02.2019. Applications received after due date will not be considered.

Sl.No.	Terms and Conditions.	Details.
1	Nature of Duties.	<b>For Consultant 1&amp;2 in AD Cadre:-</b> 1) Processing applications for registration under Other Service Provider (OSP) Category through Online and Offline mode and issuing Registration Certificates. 2) Looking after the Establishment, Tendering, Administration related functions and other routine office work for smooth functioning of office. 3) Making correspondence with DoT/Licensed Telecom Service Providers/ OSPs/Other Govt. agencies etc. 4) General works such as Parliament


  
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		<p>Question/RTI/Handling of Court Cases/Disaster Management/Other Works allotted as per requirement etc.</p> <p>5) Monitoring and Vigilance functions such as Electromagnetic Field Testing/Maintaining and Updating of Cell sites record/BTS Register.</p> <p>6) Assisting DoT officers in conducting inspections if needed.</p> <p>7) The consultants may have to go on official tour to discharge the above functions as and when required.</p> <p><b>For Consultant 3 &amp; 4 in JTO Cadre:-</b></p> <p>1) General : Looking after the Establishment, Tendering, Administration related functions and other routine office work for smooth functioning of office/Handling of Public Grievances &amp; Periodic Statements.</p> <p>2) Monitoring and Vigilance functions such as Electromagnetic Field Testing/Monitoring and Analysis of Network Parameters/Audit of Customer Application Forms/Verification of Self Certificates submitted by Telecom Service Providers.</p> <p>3) Assisting DoT officers in conducting inspections if needed.</p> <p>4) The consultants may have to go on official tour to discharge the above functions as and when required.</p>
2	Period of engagement	Initial contract would be for a period of 6 months extendable further up to 1 year as may be decided by the department.
3	Eligibility	<p><b>For Consultant 1&amp;2 in AD cadre:-</b> Retired Assistant Director or equivalent rank officer from DoT or any other central/state Govt. department OR Retired Sr.SDE/DET/DGM or equivalent rank officer from BSNL/MTNL/ITI/TCIL/Any other PSU.</p> <p><b>For Consultant 3&amp;4 in JTO Cadre:-</b> Junior Telecom Officer or equivalent rank officer from DoT or any other central/state Govt. department OR Retired JTO/SDE/DET or equivalent rank officer from BSNL/MTNL/ITI/TCIL/Any other PSU.</p>



4	Remuneration per month	Difference between last basic pay drawn by the retired officer and basic pension plus dearness allowance at the rate applicable to Central Government Servant thereon.
5	Age Limit	Candidate should not be more than 64 years of age on the last day date of application.
6	Confidentiality of data and documents	The data collected/produced as well as deliverables produced for the O/o MH LSA, Pune 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 LSA Head, MH LSA, Pune, without the 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 is released by this office.
7	Conflict of interest	The consultants 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.
8	Closing date for submission of applications.	Up to 1700 Hrs of 21.02.2019.
9	Selection procedure	A selection committee shall be constituted for this purpose.
10	How to apply	As per enclosed format named as Annexure -A.
11	Application to be forwarded to	Director (Admin), O/o LSA Head, MH LSA, DoT, CTO Compound, Church Road, Behind GPO, Camp, Pune-411 001.
12	Vacancies	1 AD&2JTO posts at Pune and 1 AD post at Goa.

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.

  
 07.01.2019  
 Pramod S. Sapkale.  
 Director (Admin),  
 MH LSA, Pune-411001  
 Contact No. 020-26134847

**ANNEXURE - A**

APPLICATION FORMAT FOR THE POST OF CONSULTANTS

1. NAME : \_\_\_\_\_
2. FATHER'S NAME : \_\_\_\_\_
3. PRESENT RESIDENTIAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
4. DATE OF BIRTH(DD/MM/YYYY): \_\_\_\_\_
5. E-MAIL ADDRESS/PHONE : \_\_\_\_\_
6. DATE OF ENTRY IN GOVT SERVICE : \_\_\_\_\_
7. DATE OF RETIREMENT : \_\_\_\_\_
8. EDUCATIONAL QUALIFICATIONS : \_\_\_\_\_
9. POST APPLIED FOR(AD AT PUNE/GOA, JTO AT PUNE): \_\_\_\_\_
10. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED DURING 5 YEARS PRIOR TO RETIREMENT (Starting from the last appointment).

S. No	Name of Ministry/Dept	Period(MM/YY)		Post held	Nature of work
		From	To		

11. Knowledge of computers (please tick)  
Ms Word\_\_\_\_\_, Ms Excel\_\_\_\_\_, Power point presentation\_\_\_\_\_.
12. Information in support of your suitability for the post in not more than one page (A separate page can be annexed to the application).
13. 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 beliefs. The supporting documents would be made available on demand.

Yours Faithfully,

Signature\_\_\_\_\_

Date:

Place:

Full Name: \_\_\_\_\_