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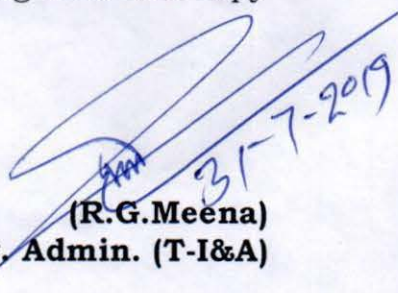
30-126/2013-USF/Part-I
Ministry of Communications
Department of Telecommunications
Universal Service Obligation Fund
O/o Administrator, USO Fund

31
Dated 30.07.2019

Subject:- Advertisement for engagement of consultants in Universal Service Obligation Fund (USOF), Technical wing.

With respect to the subject cited above, kindly find enclosed herewith the advertisement of notification with annexure I (P1-3) & II, along with soft copy for uploading on the USOF/DoT website for next 20 days.

Encl.:- As above


(R.G.Meena)
Dy. Admin. (T-I&A)

To,

1. Shri Sahil Garg, Dy. Administrator (F-I), USOF for publishing on the USOF website
2. DDG(IT), DoT, for uploading for publishing on the DoT website

Copy to:-

1. PPS to Administrator, USOF

153/c

No. 30-126/2013-USF/pt
Department of Telecommunications
O/o Administrator, USOF Fund

Notification
APPLICATION FOR THE POST OF CONSULTANT
(Please fill in capital Block letter)

Notice for Hiring of Consultant against vacant post of Senior Time Scale (STS) grade in Universal Service Obligation Fund (USOF Technical Wing) at Sanchar Bhawan, New Delhi

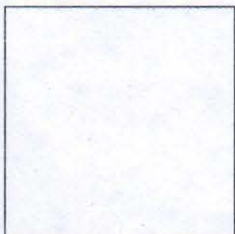
Applications are invited from retired officers of any Government Department/PSU (Central/State)/statutory/autonomous organization for engagement as consultants at Universal Service Obligation Fund, Department of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, New Delhi and as per term and conditions mentioned below.

- a. The retired persons shall be appointed on a short term contract basis initially for a period of 6 months. Based on his/her performance and requirement of his/her service, the contract can be further extended up to a maximum of six terms (6 months each) or 65 years of age whichever is earlier.
 - b. Candidate should not be more than 65 years of age as on date of notifications.
 - c. The consolidated fee/remuneration payable to retired persons on short-term contract basis shall be payable as per OM no 3-11/2016/SEA-I(pt-I)Fin dated 28.12.2017 and amendment dated 15.02.2018.
 - d. The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which USOF, DoT will issue TDS Certificates.
 - e. The engagement of retired personnel on short-term contract basis can be terminated at any time without assigning any reason. However, if a consultant is not willing to continue for what so ever reasons may be, he/she may give minimum one month notice to the office.
 - f. Essential Qualifications/experiences
 - Graduate in Engineering/Science
 - Experience of working in Telecom related Fields such as telecom network/equipment planning, installation, O&M, management, services, etc.
 - Retired from Central Government/Central PSUs/statutory/autonomous organization in STS/Under Secretary or above grade level. However the officers who have retired below E7 (IDA) or JAG (CDA) shall only will be considered.
 - g. Desirable qualification/experience.
 - Master Degree in Engineering /Management
 - Experience in planning, installation, O&M, and management of optical Fibre Cable network, mobile network, Satellite and VSAT, and other access and backhaul networks.
 - Secretarial experience of working in Central Government ministries.
2. Interested retired officers with their qualification/experience may send their application in proforma enclosed (annexure I). The application should reach by post to Joint Administrator (T&A), USOF 4th Floor, Room no. 404 Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001 on or before 19th August, 2019. The envelope should be marked as '**Application for the consultant in USOF Wing, DoT. Sanchar Bhawan**' The soft copy may be sent at mail id: dirbb2.hq-dot@nic.in / jatusof.hq-dot@nic.in
3. The detailed information regarding eligibilities, skills/desirable work experiences are attached at Annexure-II.
4. For selection, the candidates will be shortlisted as per their qualification and desirable skills and experience and thereafter will be interacted in person or through video conferencing or telephonically.

(R.G.Meena) 31-7-2019
Dy. Admin. (T-I&A), USOF

APPLICATION FOR THE POST OF CONSULTANT**(Please fill in capital block letter)**

Application form for the post of the Consultant (against vacant Senior Time Scale (STS) post in Universal Service Obligation Fund (USOF) Technical Wing, Department of Telecom, Sanchar Bhawan, New Delhi

*(self attested latest photograph)*

1	Name		
2.	Address for correspondence		
		PIN CODE	State
3	Phone No.	Mobile	Residence
4.	E-Mail ID		
5.	Date of Birth		
6.	Date of Retirement		
7.	Scale of Pay, Basic pay and designation at the time of retirement If retired in IDA pay scale, then equivalent scale in CDA pattern as per 7 th CPC may be indicated.		

Continued from pre page P-1

8.	Address of the last office attended, designation and contact details of the reporting officer.	
9	Nature of duty , broad responsibilities of the last assignment.	
10	EDUCATION QUALILFICATION:-Only Graduation and above need to be stated:	1. 2. 3.

11. Brief particulars of Service for last 10 years (starting from latest in chronological order), separate sheet may be attached.

S.No.	Dept./organization	Unit	Post hold	From	To	Duties and responsibilities
1.						
2.						
3.						

12. Do you have Laptop (Yes/No).....

13. Have you applied for the post of consultant in DoT/PSU of DoT in last two years (Yes/No).....

If yes details, thereof

14. Knowledge of computer/Internet (Please Tick)

(a) MS Word : working knowledge/ proficient

(b) MS Excel: working knowledge/ proficient

(c) Power Point Presentation : working knowledge/ proficient

(d) Internet application and tools (cloud and shared working, etc) : working knowledge/ proficient

**APPLICATION FOR THE POSTOF CONSULTANT STS GRADE
(PLEASE FILL IN CAPTICAL BLOCK LETTER)**

I,.....hereby declare that the above information given is true to the best of my knowledge.

Signature.....

Name.....

Date.....

(Note: If the space is not sufficient, separate sheet may be enclosed)

APPLICATION FOR THE POST OF CONSULTANT STS GRADE**Desired Eligibility skills/ work experiences:**

1. Should be well versed in common office applications i.e. MS office and Internet application, tools & techniques.
2. Should be able to put up self contained detailed note on the basis of verbal discussions/directions and able to give dictation.
3. Proficient in drafting complex correspondences in clear, correct, and cogent language.
4. Be able to enter data and maintain office records, gather and update information in all forms.
5. Knowledge of Tendering, MoUs, Preparation and evaluation of Detail Project Report (DPR) , contracts, agreements and project monitoring.
6. Knowledge of answering Parliament Questions/RTI/handling of Court Cases/VIP references, PG cases, Assurances, periodic Reports, Providing material/inputs to Cabinet Secretariat/ PMO/Planning Commission/Finance Minister, etc..
7. Looking after the establishment, Administration, and coordination related function and other routine office work for smooth functioning of USOF HQ/Wing.
7. Providing and compiling materials/inputs for Parliamentary Committees such as Standing/Consultative/Estimate/ Petition etc.
8. Able to draft SFC/EFC/DCC/CCEA memo/notes.
9. Providing inputs for RE-BE/Outcome Budget/Demand for grants/other financial matters.
10. Able to prepare reply to various Audit Paras.
11. Organizing and recording minutes of meetings such as weekly SOM, Stakeholders meeting, etc.