



No. TERM KRL/Tender for Consultant/2019-20/3 dated 18<sup>th</sup> December 2019.

## **NOTIFICATION**

**Subject:** Engagement of consultants on temporary contract basis in the office of Sr. DDG, Kerala LSA- Reg.

Sr. DDG, Kerala License Service Area (LSA), Ernakulam, Department of Telecommunications, Ministry of Communications proposes to engage 7 Consultants (Six in Assistant Director Level & One in Junior Telecom Officer Level) 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 (only getting pension from DoT) / MTNL (only getting pension from DoT) with experience in Telecom related works and with adequate computer knowledge. The consultants will be engaged 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 a maximum of 6 terms of 6 months each or up to 65 years of age whichever is earlier.

The Sr. DDG, Kerala LSA, Ernakulam 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 at Annexure - A. Last date for submission of application is 20.01.2020. Applications received after due date will not be considered.

### **1. Nature of Duties**

- i. Coordination and monitoring of all service providers and checking of the service compliance by the licensee in respect of the license conditions and any directions issued by the licensor in public interest, including imposition of penalty, if any, in accordance with DoT guidelines.
- ii. Matters related to Electro Magnetic Radiation (EMR) emission from Telecom installations & Tarang Sanchar Portal.

- iii. Subscriber Document Verification with the objective to ascertain whether the mobile service operators are following the DoT guidelines for subscriber verification before providing connections.
- iv. Service Testing of various Licensed Service Providers in the Licensed Service area and checking roll-out obligation as per license condition.
- v. Issues related to Mobile Number Portability.
- vi. Implementation of Short Codes allocated by DoT HQ.
- vii. Monitoring of commitments made by TSPs in improving Quality of services (QoS), call drops etc.,
- viii. Making correspondence with DoT / Licensed Telecom Service Providers / Other Govt. agencies etc.,
- ix. BTS EMR audit for Kerala LSA area including Lakshadweep UT area.
- x. Round the clock manning of Centralized Monitoring System (CMS) / Internet Monitoring System (IMS), Operation and maintenance of CMS / IMS.
- xi. Analysis of call/subscription/traffic data of various licensees.
- xii. Inspection of Telecom Service Providers / Internet Service Providers / National / International long Distance Service providers / OSP Centre / Infrastructure Providers Category I (IP1) / Global Calling card (GCC) sellers of registered companies / Dealers / Distributors of Telecom Service Providers vis-a-vis guidelines on the subject in the entire Kerala LSA including Lakshadweep area.
- xiii. Processing applications for registration under Other Service Providers (OSP) Category through Online and Offline mode and issuing Registration Certificate.
- xiv. Telecommunication services and preparation of reports in response to Disaster Management.
- xv. Monitoring of Telecommunications Services in natural calamities or emergency situations.

- xvi. Verification of VLR data.
- xvii. Matters related to NOC for selling of the global calling cards, international SIMs etc.,
- xviii. Right of Way (RoW) related issues and Coordination with concerned Central and State Government's department and institutions, local bodies.
- xix. Network coverage / connectivity of villages for Direct Benefit Transfer (DBT) mission and of Banks in rural areas under financial Inclusion Planning (FIP).
- xx. Mobile coverage testing for remote villages in Kerala LSA area including Lakshadweep UT area.
- xxi. Co-ordination with State IT Department for implementation of IT Mission, Digital India programme etc.
- xxii. Co-ordination with State Government Department / agencies for effective implementation of Digital India programme etc
- xxiii. Handling of public grievances / coordination with Telecom Service Providers for redressal of public grievances.
- xxiv. Correspondence on Building works.
- xxv. General works such as Parliament Question / RTI / Handling of Court Cases / Other Works allotted as per requirement etc.
- xxvi. Looking after the Establishment, Administration related functions and other routine office work for smooth functioning of office.
- xxvii. Other regular administrative works.
- xxviii. The Consultants may have to go on official tour in entire Kerala LSA area to discharge the above functions as and when required.

## **2. Period of Engagement:-**

Initial contract would be for a period of Six Months extendable further up to a maximum of 6 terms of 6 months each or up to 65 years of age whichever is earlier depending on his/her performance.

The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the O/o Sr. DDG, DoT, Kerala LSA.

The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

The engagement of Consultants can be terminated at any time without assigning any reason thereof by giving one month's notice. However, in case a Consultant wishes to resign, he/she will have to give one month's advance notice or remuneration in lieu thereof before resigning from the engagement. (the engagement of retired personnel as Consultant can be terminated by either of the party with prior notice of 30 days)

### **3. Eligibility:-**

#### **For Consultant in AD Level:-**

Retired Assistant Director or equivalent rank officers from DoT or any other Central Govt. Department or from BSNL / MTNL with experience in Telecom related works.

#### **For Consultant in JTO Level:-**

Retired Junior Telecom Officer or equivalent rank officers from DoT or any other Central Govt. Department or from BSNL / MTNL with experience in Telecom related works.

#### **Essential Qualifications for Consultants at both levels:**

Candidates should possess at least UG degree in Science / Mathematics / Engineering or Diploma in Engineering.

Computer knowledge in Windows, MS Office and Internet applications is essential.

He / She should have effective communication and inter personal skills with a strong flair for in-depth examination relating to Policy matters / Administration / Finance / Any other requisite field. Knowledge on Government of India rules is essential.

Candidate should not have been retired voluntarily or as a matter of punishment.

#### **Desirable Qualifications for Consultants at both levels:**

Exposure to Telecom regulation / policies, functioning of telecom network (mobile / landline / internet) is desirable.

Working knowledge in computer with large database using Linux / MS Office / RDBMS is desirable.

#### **4. Remuneration:-**

The **maximum amount** of monthly consolidated fee / remuneration payable to the retired persons engaged as Consultants shall be as under:

Post - Level of Pay in Pay matrix	Remuneration
JTO - Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs.4600/-)	Rs.30,000/-
Assistant Director - Level 8 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs.4800/-)	Rs.40,000/-

**Note:** The sum of the monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him/her calculated at the current rates of Dearness Allowance as per VII CPC.

In case of BSNL / MTNL retirees and drawing pension from DoT, the sum of the monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him/her calculated at the current rates of Dearness Allowance as per IDA followed for drawing the dearness relief on pension of the concerned retired officer.

Income Tax or any other Tax liabilities to be deducted as per prevailing rules will be deducted at source before effecting payment for which the DDO of the office / department will issue TDS certificate.

#### **5. Allowances:-**

Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness allowance, Transport facility, Residential Accommodation, Personal staff, CGHS and Medical reimbursement etc.

#### **6. TA/DA:-**

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants is not permitted at all. The retired official on his/her engagement as consultant may be allowed TA/DA for performing outstation duties as per his/her entitlement as per the prevailing rules for Consultants.

## **7. Drawal of Pension:-**

A retired Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant. His / her engagement as consultant shall not be considered as a case of re-employment.

## **8. Working Hours:-**

Consultants may follow the normal working hours as prescribed (i.e) 09:30 AM to 06:00 PM. However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System.

## **9. Leave:-**

Consultants shall be eligible for Eight (08) days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.

## **10. Age Limit:-**

Normally, the maximum age limit for all categories of Consultants will be 65 years. Candidate should not be more than 64 years of age on the last day date of application.

## **11. Confidentiality of data and documents:-**

The data collected /produced as well as deliverables produced for the O/o Sr. DDG, Kerala LSA, Ernakulam 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 Sr. DDG, Kerala LSA, Ernakulam, without the express written consent of this office. 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 release by this office.

## **12. 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 nor will he indulge in any activity outside the terms of the contractual assignment.

### **13. Termination of Engagement:-**

Department may terminate the engagement in following conditions:

- (i) The consultant is unable to address the assigned work
- (ii) Quality of the work is not to the satisfaction of the Department
- (iii) The consultant fails in timely achievement of the milestones as finally decided by the Department
- (iv) The consultant is found lacking in honesty and integrity

Note: The Department reserves the right to terminate, by serving thirty (30) days written notice on the consultant. Termination shall be effected on the day right after the completion of thirty (30) days of delivery of such notice.

### **14. Rights of the Department:-**

The Department has the right to cancel the advertisement, and not to go for engagement of consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

### **15. Selection procedure:-**

A selection committee shall be constituted for this purpose. The committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the committee may hold a personal interaction (interview) with the shortlisted candidates. All the members of the committee will separately assign the marks to interviewed consultants. Those securing highest marks shall be recommended by the committee for engagement. In case of stalemate, the decision of the committee shall be final. Criteria for shortlisting could be experience in the relevant field, depth of knowledge, qualification etc.

Panel of suitable candidates will be maintained in the order of their ranking in selection process. The consultants will be engaged from the panel on requirement and job profile. After selection of suitable candidate(s) from the panel for appointment as consultant and obtaining necessary approvals of the competent authority, an offer letter shall be issued to successful candidates clearly indicating the terms and conditions of engagement.

No consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

**16. Special Condition:-**

The Consultant may have to perform outdoor duties in all over the Kerala LSA Jurisdiction. Those who are not able to perform outdoor duties need not to apply.

**17. How to apply:-**

The format of application is appended (Annexure – A). The last date for receipt of filled in application is 20.01.2020. This notification is available on the official website of DoT [www.dot.gov.in](http://www.dot.gov.in). The interested retired personnel may apply in the prescribed format with all necessary supporting documents to Director (Admin), O/o Sr. DDG, Kerala LSA, DoT, I Floor, CTSD (Circle Telecom Stores Depo) Complex, Gandhi Nagar, Ernakulam – 682 020. The envelope should be marked as ‘Application for the consultant in the O/o Sr. DDG, DoT – Kerala LSA’

**18. Closing date for submission of applications:-**

Up to 1700 Hrs. of 20.01.2020.

**19. Vacancies:-**

Six at Ernakulam ( Five in Assistant Director Level & One in Junior Telecom Officer Level). One at Thiruvananthapuram for State Co-ordination Unit (One in Assistant Director Level).

The above mentioned vacancy may vary at any time (either increase or decrease) depending on the actual requirement. 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.

**Encl:-** As stated above (Annexure - A).

**Director (Admin.)**  
O/o Sr. DDG, Kerala LSA,  
DoT, Ernakulam - 20.  
Phone No.: 0484 - 2207700  
Email Id: [dira.krl-dgt-dot@nic.in](mailto:dira.krl-dgt-dot@nic.in)

Copy to:

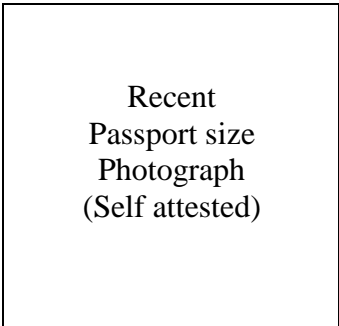
1. Notice Board
2. ADG (IT), DOT HQ for uploading on DOT website
3. DGT, DOT |
4. DDG (ESTT), DOT HQ | for favour of information.



**Annexure A**

**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. PPO (Pension Payment Order) No.  
(Please attach a copy of self- attested PPO)
9. Scale of Pay, Basic pay and Designation at the time of retirement  
(along with proof)
  
10. Address of the last office attended and the unit
  
11. Educational Qualification (Please attach a copy of self-attested certificate)



12. Brief Particulars of service with nature of duties performed in 10 years prior to retirement  
(Please attach a copy of self-attested certificate)

Sl. No.	Name of Ministry / Deptt. / Organization	Period (MM/YYYY)		Post held	Nature of work done
		From	To		

13. Details of experience as Consultant after retirement, if any.

14. Knowledge of Computer

Networking	
UNIX / LINUX	
MS OFFICE	
Any other (Pl. specify)	

15. Additional information, If any, in support of your suitability for the post

**DECLARATION**

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. I agree to the terms and conditions for engagement as consultant in the O/o Sr. DDG, DoT, Kerala LSA. . The Supporting documents in original would be made available on demand.

Date :

Place :

Yours faithfully

Signature

Full Name