

F. No. A-41013/01/2020-Admn.II
Government of India
Ministry of Communications
Department of Telecommunications
(20-Ashoka Road, Sanchar Bhawan, New Delhi)

Dated : 16/09/2020

CIRCULAR

Subject : Engagement of retired Principal Private Secretary(PPS)/Private Secretary (PS)/Personal Assistant(PA) as Consultant in the Department of Telecommunications (DoT) – regarding.

Department of Telecommunications intends to engage up to 30 (Thirty) Consultants against the vacant posts of PPS/PS/PA in DoT(HQ) including TEC initially for a period of 12 months from the date of engagement. Accordingly, applications are invited from retired Government employees residing in Delhi/NCR who fulfil the following eligibility criteria :-

- (i) Must be a Central Government pensioner as per 7th CPC and holding the post of Principal Private Secretary (Gr.A post in Level-11) or Private Secretary (Gr.B Gazetted Post in Level-8) or Personal Assistant (Gr.B Non-gazetted in Level- 7) on regular basis at the time of retirement.
- (ii) Must have not exceeded the age of 65 years on the closing date of receipt of applications;
- (iii) Should be well acquainted with the functioning of Central Government Departments/Ministries and aware of various rules/regulations of Central Government;
- (iv) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.
- (v) Must have very good knowledge of working on computer (MS Office software)/E-office/internet.

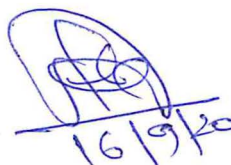
2. Engagement of Consultants shall be subject to the following terms and conditions:

- a) The retired Government servant himself should apply expressing clearly his/her willingness for engagement as consultant stating his/her suitability for the broad nature of work.


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- b) Apart from remuneration mentioned under sub-para (j) below, the Consultant shall not be entitled for any kind of allowances. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car and residential accommodation from Central Government pool.
 - c) The candidate shall be required to sign a non disclosure Undertaking.
 - d) The Headquarter of consultant will be at Delhi and he/she may be posted at Sanchar Bhawan and/or other buildings from where offices of DoT(HQ)/TEC function.
 - e) The Consultant may be attached with the Officers of any level and he/she will have to work independently without any assistance.
 - f) The engagement shall be purely on contract basis initially for a period of one year [subject to Clause (g) below], which may be extended subject to approval of the competent authority.
 - g) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to work for whatsoever reasons may be, he/she will have to give a minimum one months' notice to the office. The decision of the Department of Telecommunications shall be the final in all respects.
 - h) Working hours of Consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and/or called on Saturday/Sunday and other Gazetted Holidays.
 - i) The retired official on his engagement as consultant may be allowed "Leave" at the rate of 20 days in each calendar year. To perform outstation duties, TA/DA as per his/her entitlement before his/her retirement will be paid.
 - j) Remuneration: The consolidated fee/remuneration for the Consultants shall be restricted to an amount equal to the difference between the last Basic Pay (as per 7th CPC) drawn by the retired officer and Basic Pension(as per 7th CPC), plus dearness allowance on the difference at the rate applicable to Central Government servants from time to time.
 - k) Personal Assistants/Private Secretaries/ Principal Private Secretary who have retired recently may be given preference, as will those who have experience of working in the Department of Telecommunications.
 - l) Department of Telecommunications will shortlist the applications based on details furnished in the application forms. DoT also reserve the right to conduct a screening test including a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of Consultants shall be final and binding upon the applicants.
3. The persons who fulfil the eligibility criteria as mentioned in para (1) above and are willing to work as Consultant on the terms and conditions mentioned in para (2) above, may submit their applications in the prescribed proforma (enclosed) to reach latest by 6th October, 2020 to Under Secretary (Admn.II), Department of


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Telecommunications, Room No. 416, Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001.



(Anil Kumar Singh)

Under Secretary to the Govt. of India

Tel: 23036884

To

1. All Ministries/Departments to the Govt. of India (through DoPT website) for wide publicity
2. All attached/subordinate offices of CPSEs under the administrative control of DoT for information
3. Director (NK) for uploading the Circular on the DoT's website under "Vacancy"
4. E-Office Notice Board

Application for engagement of Consultants in response to DoT's Circular No. A-41013/01/2020-Admn.II dated 16/09/2020

1. Name of the Applicant :
2. Full address of the Applicant :
(Copy of Aadhar Card to be enclosed)
3. E-mail & Mob. No. of the Applicant :
4. Date of superannuation :
5. Age on the closing date of receipt of application :
.....Years.....Months.....Days
6. Name & full address of the Govt. office last served :
7. Designation and post held at the time of retirement :
8. Pay Level (as per 7th CPC) of the post held at the time of retirement :
9. Last Pay drawn & Basic Pension (as per 7th CPC) **(copy of PPO to be enclosed)**:
 - (i) Highest Educational Qualification :
 - (ii) Language of Stenography/typing skill (Hindi or English or both) :
 - (iii) Work Experience during last 10 years before retirement :

Self attested
photograph

Sl. No	Period of Work & Post held	Name of the Office where served	Details of work performed during the period

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10. Whether any minor penalty/major penalty was imposed during last 10 years of Govt. Service and if so, the details thereof :

11. ACR Grading (Good/V. Good/Outstanding) year wise during last 05 years of retirement :

12. Certified that :-

- i) the information furnished above are true to the best of my knowledge and belief.
- ii) I am willing to work as Consultant in the Department of Telecommunications against the vacant post of PPS/PS/PA and I am suitable for the broad nature work of the post.
- iii) I have gone through and understood the eligibility criteria and the terms and conditions for engagement Consultant in Deptt. of Telecommunications against the vacant post of PPS/PA, as contained in DoT's Circular No. A-41013/01/2020-Admn.II dated 16/09/2020; and that I unequivocally and unconditionally accept all these terms & conditions.

Signature of Applicant with Date


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