

F. No.E-11025/02/2021-22/OL-1/Admn.II
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhavan, 20-Ashoka Road, New Delhi-110001

Date : 28th February, 2022

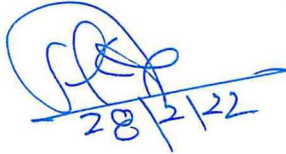
CIRCULAR

Subject : Engagement of retired Central Government officers (Central Secretariat Official Language Service Cadre) as Consultants on contract basis in the Department of Telecommunications (DoT) — regarding.

Department of Telecommunications intends to engage retired Central Government officers (Junior Translation Officers/Senior Translation Officers/Assistant Directors of the Central Secretariat Official Language Service Cadre) as Consultants in the Official Language Division of the Department on contract basis for Translation and vetting work (English to Hindi and vice-versa) initially for a period of 12 months from the date of engagement. Accordingly, applications are invited from retired Junior Translation Officers/Senior Translation Officers/Assistant Directors of the Central Secretariat Official Language Service (CSOLS) Cadre residing in Delhi/NCR who fulfil the following eligibility criteria: -

- (i) must be a Central Government Officer of CSOLS cadre retired from the posts as mentioned above and drawing pension as per 7th CPC ;
- (ii) must have not exceeded the age of 62 years on the closing date of receipt of applications;
- (iii) should be well acquainted with the functioning of Central Government Ministries/Departments and aware of various rules/regulations of Central Government;
- (iv) Preference will be given to candidates having knowledge of Hindi and English typing in Unicode on computer and having good knowledge of (MS Office software)/E-office/internet.

Contd...2/-


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2. The engagement of Retired Government officers on Contract Basis (RGOCB) shall be regulated in terms of Ministry of Finance, D/o Expenditure's OM No. 3/25/2020-E.IIIA dated 09.12.2020. The broad terms and conditions of engagement of RGOCB will be as under :


Remuneration	Amount equal to last pay drawn (-) basic pension on monthly basis
Transport Allowance	Amount equal to the amount admissible at the Time of retirement excluding Dearness Allowance
Leave	Paid leave of absence @ 1.5 days for each completed month of service. Accumulation of leave beyond the Calendar year shall not be allowed.
House Rent Allowance	
Dearness Allowance :	No HRA shall
Increment	be paid No DA
Agreement/under-Taking	shall be paid
	No increment shall be granted
	Retired Govt. officials on Contract Basis shall sign an agreement/under-taking of Confidentiality with the Govt. of India containing a Clause of ethics and integrity.

3. The Headquarter of RGOCB 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.

4. Working hours of RGOCB 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.

5. Junior Translation Officers/Senior Translation Officers/Assistant Directors (O.L.) who have retired recently and/or who have the experience of working in the Department of Telecommunications may be given preference.

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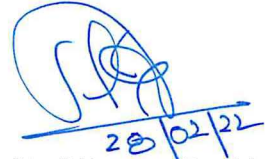

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6. Notwithstanding provisions of above paragraphs, DoT Administration reserves the right to terminate the services of RGOCB at any time without assigning any reason whatsoever. However, if the RGOCB is not willing to work for whatsoever reasons may be, he/she will have to give a minimum one month's notice to the office. The decision of the Department of Telecommunications shall be the final in all respects.

7. Department of Telecommunications will shortlist the applications based on details furnished in the prescribed proforma (Annexure) for preparing a panel of suitable applicants for engaging on Contract basis as per requirement. DoT Administration also reserves the right to conduct a screening test including a proficiency test as a criterion for final selection for inclusion in the panel. The decision of the Department in the matter of selection of RGOCB shall be final and binding upon the applicants.

8. Retired Central Government officers of Central Secretariat Official Language Service Cadre who fulfil the eligibility criteria as mentioned in para (1) above and are willing to work on contract basis on the terms and conditions mentioned in para (2) to (7) above, may submit their applications in the prescribed proforma so as to reach latest by **18th March, 2022** to Under Secretary (Admn.II), Department of Telecommunications, Room No. 416, Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001.

9. A soft copy of the application should also be e.mailed separately at **anilk.singh60@nic.in**.


28/02/22
(Anil Kumar Singh)

Under Secretary to the Govt. of India
Tel: 23036884

To

1. All Ministries/Departments to the Govt. of India (through DoT 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 Retired Government Officers (CSOLS Cadre) on contract basis in response to DoT's Circular No. E-11025/02/2021-22/OL-1/Admn.II dated 28th February, 2022

1. Name of the Applicant

2. Full address of the Applicant

Self attested photograph

(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 and full address with email 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 on regular basis

9. Last Pay drawn and Basic Pension (as per 7th CPC) **(copy of PPO to be enclosed):**

10. Highest Educational Qualification :

11. Experience during last 10 years before retirement :

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

12. Whether any minor penalty/ major penalty was imposed during last 10 years of Govt. Service and if so, the details thereof:
13. ACR/APAR Grading (Good/V. Good/ Outstanding) year wise during last 05 years before retirement (**Copy of ACR/APAR to be enclosed**):
14. Certified that
 - the information furnished above are true to the best of my knowledge and belief
 - I am willing to work on contract basis in the Department of Telecommunications against the vacant post of Junior Translation Officer/Senior Translation Officer/Assistant Director and I am suitable for the broad nature work of the post.
 - I have gone through and understood the eligibility criteria and the terms and conditions for engagement on contract basis in Department of Telecommunications as contained in DoT's Circular No. E-11025/02/2021-22/OL-1/Admn.II dated 28th February, 2022; and that I unequivocally and unconditionally accept all these terms & conditions.

Signature of Applicant with Date