



**TERM/KRL/ Tender for Consultant-2023-24/72**

**Date: 09/06/2023**

**NOTIFICATION**

**Sub. : Engagement of consultant for vacant posts in Group B on temporary contract basis in O/o. Addl. DGT, DoT, Kerala LSA, Ernakulum / Trivandrum**

Kerala License Service Area (LSA), Department of Telecommunication, Ministry of Communications proposes to engage three consultants in Group B cadre on purely temporary and on contract basis for an Initial period of six months extendable further up to a maximum of 6 terms of 6 months or sixty five years of age or till regular manpower is posted whichever is earlier based on his/her performance and requirement of this office.

Applications are invited from retired government servants, retired officials of PSUs or Research organizations with adequate computer knowledge, Technical background as detailed below as consultant in this office. The appointment will be w.e.f. **01/08/2023** or beyond.

This office notification even number **TERM/KRL/ Tender for Consultant-2022/49 dated 02/11/2022** is cancelled in view of the DOT OM No. 1-50(1)/2018-E&C-Part (1) dated 11-May-2023. Those who have applied in response to the above mentioned notification have to resubmit their application.

The details of terms & conditions of engagement are given below. O/o. Addl. DG, Kerala LSA, 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 **17:00 hrs on 07/07/2023**. Applications received after due date will not be considered.

Sl .	Terms and Conditions	Details
1.	Nature of Duties	Duties may be assigned in any of the works being carried out in Kerala LSA, DOT : a) Service Compliance –Various activities related to CAF audit, EMR audit, Service Testing, Roll out obligation, etc. b) Technology –Inspection of licensees' network, Advocacy & public awareness, co-ordination for PMWANI, etc. c) Security – Assisting Security vertical in their works like Audit, Inspection etc. d) Rural – Rural connectivity for DBT, verification of USO sites, RF coverage testing, Telecom connectivity checking, Coverage in tribal hamlets, SLBC, etc.

		<p>e) State Co-ordination – Co-ordination with Kerala State Govt., arranging meetings with state Govt., Pursuit for ROW clearances, Co-ordination with TSP's</p> <p>f) Admin - Assisting the Admin vertical for DDO works, Personnel grievances, Building mtce., Court cases, Misc. admin activities. Maintenance of computers</p> <p>g) Misc. - Any other works like collecting &amp; compilation of data and preparation of reports</p> <p>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 6 terms of 6 months <b>or</b> sixty five years of age <b>or</b> posting of regular staff whichever is earlier.
3	Eligibility should be Diploma/Degree or equivalent with suitable experience in the items indicated in Sl. No.1	<p>a. For consultant at JTO level(Group B)-Retired from CDA Scale with Minimum substantive grade of Level 7 of the 7<sup>th</sup> CPC or equivalent IDA scale or holding analogous post or above(also in case of any vacancy arising out in future at DOT Kerala LSA)</p> <p>b. For consultant at AD level (Group B)-Retired from CDA scale with Minimum substantive grade of Level 8 of the 7<sup>th</sup> CPC or equivalent IDA Scale or holding analogous post or above (in case of any vacancy arising out in future at DoT Kerala LSA)</p> <p>c. As Per DOT OM No. 1-50(1)/2018-E&amp;C-Part(1) dated 16-May-2023 BSNL/MTNL VRS 2019 can also apply for this post.</p>
4	Remuneration	The monthly consolidated fee/remuneration payable to the retired persons engaged as consultants shall be in accordance with the Department of Expenditure OM no. 3-25/2020-E.III A, dated 09-12-2020 endorsed by DoT letter No.1-3(01)/2021-PAT, dated 08-02-2021and No.3-10/2014-SEA-I/Fin, dated 28/03/2022 (copy at Annexure B) and as amended from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.
5	Allowances	<p>No increment and Dearness Allowance shall be allowed during the term of contract no House Rent Allowance shall be admissible.</p> <p>An appropriate and fixed amount as Transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the engaged consultant at the time of retirement.</p> <p>The engaged consultant may be allowed TA/DA on official tour, if any as per the entitlement at the time of retirement.</p>
6	Leave of absence	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
7	Income Tax	Income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate. Service tax as applicable shall be payable extra as the prevailing rates

8	Computer Literacy	Knowledge of MS Word, MS Excel, PPT will be given due weightage while shortlisting the candidate. Data base analysis (eg. SQL) Programming knowledge is desirable.
9	Terms and Conditions	Terms and Conditions for hiring services of consultants shall be governed by: (1) DoT OM No.1-50(1)/2018-Estt dated 10 <sup>th</sup> September 2020. (2) Ministry of Finance DoE Office Memorandum F.No.3-25/2020-E.IIIA dated 9 <sup>th</sup> December 2020 (3) DoT OM No.03-11/2016/SEA-I (pt-I)/Fin dated 28 <sup>th</sup> December 2017 and Addendum dated 15 <sup>th</sup> February 2018. (4) Order No.3-19/2014-SEA-I/Fin, dated 22/12/2021
10	Age limit	Candidate should not be more than 62 years of age on the last date of this application 30-06-2023
11	Confidentiality of data and documents	The data collected/produced as well as deliverables produced for the O/o Addl. DGT, Kerala LSA 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 Addl. DGT, DoT, Kerala LSA, without 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 are released by this office. The Consultant so engaged shall sign an agreement of confidentiality with the Department of Telecommunications containing a clause of Ethics and Integrity.
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.
13	Closing date for submitting applications	<b>Up to 17.00 Hrs of 07/07/2023</b>
14	Selection procedure	A selection panel shall be constituted for this purpose and it will be valid for a period of 6 months. The panel will be drawn after scrutiny of applications/supporting documents and telephonic/online interview and willingness to work. A panel of consultants will be drawn separately for DoT Kerala LSA for future vacancies. The decision of the department in the matter of selection of consultants shall be final and binding upon the applicants. The empaneled list will be informed to the applicants.
15	How to apply	As per enclosed format named as Annexure-A
16	Termination of contract	The contract may be terminated by either of the party with prior notice of 30 days. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provision of the guidelines for engagement of consultants in DoT as amended from time to time.
17	Application in prescribed proforma along with handwritten profile of experience to be forwarded to	Director (Admn), O/o. Addl. DGT, DoT, Kerala LSA, CTO Building, Karakkat Road, South, Ernakulam-682016
18	Vacancies	3 Group-B posts at Ernakulam / Trivandrum. Number of the consultants to be engaged will be as per the actual requirement either less or more than the indicated quantity

Applications are required to be made in the prescribed proforma attached herewith at Annexure-A along with a handwritten profile of experience on a plain paper.

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.

Girish. N. Kataria, ITS  
Director (Admn.)  
O/o. Addl. DGT, DoT, Kerala LSA  
Tel: 0484-2370500

Encl. : As stated above

**Copy for information to :**

1. Director General Telecom, DoT HQ, New Delhi
2. DDG(Estt)/Director(Estt), DoT HQ, New Delhi
3. Director (IT), DoT HQ, New Delhi with a request to publish on DoT Website under 'Vacancies'
4. JT CCA, Trivandrum

APPLICATION FORMAT FOR THE POST OF CONSULTANT

Recent  
Passport Size  
Photo

1. Name :
2. Father's Name :
3. Aadhaar Number :
4. Date of Birth (DD/MM/YY) :
5. E-mail address with Telephone No. :
6. Date of entry into Government service :
7. Date of Retirement :
8. Last month basis pay drawn :
9. Basis pension drawn as on 31.05.2019 :
10. Educational Qualification :
11. Brief particulars of service with nature of duties performed for 10years before retirement

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

12. Brief particulars of service with nature of duties performed for after retirement till date

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

12. Knowledge of computer

Ms. Word	
MS Excel	
Power Point Presentation	

13. Additional information, if any, in support of your suitability for the post.

The candidate has to submit a detailed resume on his experience, works handled relatively to Telecom Sector activities and other officer functions (Not more than 2 pages) (Refer desirable experience as in Annexure C)

Following documents must be attached with the application

1. LPC of last month of service
2. Latest three months pension amount (Bank/postal statement of pension/saving account)

**Certificate**

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. The supporting documents would be made available on demand.

Date  
Place

Yours faithfully

Signature  
Full Name -