

**No. 30-08/2023-Admn.I( Part .I)**

Government of India

Ministry of Communications

Department of Telecommunications

Sanchar Bhavan, 20 Ashoka Road, New Delhi-110 001

Dated the 20 September , 2024

**CIRCULAR**

**Subject:-Engagement of 10 (Ten) Retired/Retiring shortly (within 2 months) Government Employees in Department of Telecommunications on short-term contract basis - reg.**

Department of Telecommunications invites applications from retired/ would be retired (within 2 months) Government Servants who have retired/ going to retire within next 2 months from the post of Section Officer/Assistant Section Officer or equivalent for engagement on contractual basis initially for a period of one year from the date of engagement, which may be extended or curtailed as per the functional requirement. The total number of proposed engagement at the level of retired/would be retiring (within 2 months) Section officer/Assistant Section officer or equivalent is Ten(10). However, depending upon the requirement, this number may vary.

2. The details including eligibility criteria, Terms & Conditions etc., are enclosed as Annexure-I. The Department reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

3. Application, as per Annexure-II, may be sent to the Under Secretary (Admn.1), Department of Telecommunications, Room No. 417, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001. Soft copy of application (along with scanned copy of enclosures in pdf format) can be sent on [sumish.82@gov.in](mailto:sumish.82@gov.in).

4. The printed/soft copy of the application should reach the office address/e-mail id mentioned above by 6 PM of **04.10.2024**. Applications received after the stipulated date and time and incomplete applications including those without requisite enclosures will not be considered as valid application.

Signed by Sumish

Date: 20-09-2024 13:41:31

(Sumish)

**Under Secretary to the Govt. of India**

**Tel. 2303 6210**

Copy to:

1. All Ministries/Departments of Government of India.
2. Department of Personnel & Training for displaying on their Website.
3. Director (IT-IV) for uploading the circular on DOT website under Vacancy
4. E-office Notice Board

## Annexure -I

30-08 / 2023-Admn. I(Part-I)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
417 Sanchar Bhavan , 20 Ashoka Road , New Delhi 110001

### **Terms and Conditions for Engagement on Contract basis**

#### **Eligibility and Job Description:**

1.1. The candidate should have retired/ going to retire (within 2 months) from the post of Section Officer/Assistant Section Officer or equivalent from Central Government Ministries/Departments, its attached/subordinate offices having experience of functioning in Government offices. Experience of working in DoT/similar technical Department would be an advantage.

1.2. The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

1.3. The candidate should have sound knowledge of noting/drafting and experience in handling any/all of the areas of Establishment matters, General Administration, Framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament questions and related matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid, framing of policy etc.

#### **Period of Engagement:**

2.1. The engagement will be purely on short term contract basis. The initial engagement would be for a period of one year, which may be extended further depending upon the requirement of Department of Telecommunications and the performance of the contract employee but it shall not be extended beyond 65 years of age.

2.2. The engagement of Contract Employees would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by Department of Telecommunications without assigning any reason.

#### **Age Limit:**

3.1. Not more than 64 years of age on the last date for receipt of applications i.e. on 04.10.2024.

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

4.1. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement in terms of applicable DoE guidelines on the matter.

4.2. No increment and Dearness allowance shall be allowed during the term of the contract.

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

5.1. Accommodations/HRA: No accommodation or HRA will be provided by the Department.

5.2. Transport Allowance: A fixed amount of Rs. 7200/- (for Govt. servants retired at Level-9 and above)/ Rs. 3600- (for Govt. servants retired at Level 6 to 8) as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transportation Allowance.

5.3. TA/DA : No TA/DA is admissible for joining the assignment or on its completion. The Contract Employee will be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of retirement.

5.4. Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed. No remuneration for the period of absence in excess of the admissible leave will be paid to Contract Employee.

6. The engagement as Contract Employee will not be considered as a case of re-employment.

7. Attention is drawn to Central Vigilance Commissions Circular No. 01/0/2017 dated 23.1.2017 and circular No. 08/06/2011 dated 24.06.2011 regarding engagement of Consultants/Contract employees. They will be completely accountable for any advice rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.

## **8. Selection Procedure:**

8.1. Selection of the suitable candidates for their engagement on contract basis shall be done on the basis of interview/interaction with the candidate and their available service details.

## **9. Working facilities to be provided:**

9.1. Only the basic facilities/infrastructure will be provided to the Contract Employees. No transport or telephone/Internet facility at residence etc., shall be provided.

## **10. Working hours:**

10.1. Working Hours shall normally be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between (1:00 PM to 1:30 PM). However, depending on the exigency of work and if required, the Contract Employee may have to reach office early or sit late to complete the time bound work or attend office on Saturdays/Sundays/other holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

The place of posting of selected contractual employee would be in the offices of Department of Telecommunications located in New Delhi/Delhi.

## **11. Tax deduction at Source:**

11.1. Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

## **12. Confidentiality of data and documents**

12.1. The Contract Employee will be governed by the Officials Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person any information/data that may come to their notice during the period of their engagement on contractual basis (Consultant) in the Ministry/Department. All such

documents are the property of the Government.

12.2. The Contract Employee will not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of the Department.

12.3. The Contract Employee will be bound to hand over the entire set of records of assignments to the Office before the expiry of the contract and before the final payment is released by this Department.

12.4. The Contract Employee will sign an agreement of confidentiality with the Government of India that will contain a clause on Ethics and Integrity.

12.5. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for this Department shall remain with this Department.

#### **Conflict of Interest:**

13.1. The Contract Employee appointed by this Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Department or Government of India. No Contract Employee would be permitted to take up any other assignment during the period of engagement.

#### **Termination of service:**

14.1. The services of Contract Employee may be terminated at any time without assigning any reason whatsoever. However, if the contract employee is not willing to continue for whatsoever reasons, he shall give minimum one month's notice to this Department. Accident, Injury etc. during the period of engagement:

15.1. **Accident, Injury etc. during the period of engagement:** Department of Telecommunications shall not be responsible for any loss, accident, damage, injury suffered by the Contract Employee whatsoever arising out of the execution of his work, including travel.

#### **Rights of Department of Telecommunications:**

16.1. Department of Telecommunications reserves the right to cancel and not to proceed in the matter for engagement of Contract Employee at any stage without giving any reason, whatsoever. The decision of Secretary, Department of Telecommunications shall be final in all respects.

**Application for Engagement of Contract Employee In  
Department of Telecommunications**

1	Full Name (in Block Letters)		
2	Father's/Husband's Name		
3	Date of Birth		
4	Contact details	Mobile / Tel No	
		e.mail	
5	Address for communications		
6	(i) Present Residential Address		
	(ii) Mode of commutation from residence to Sanchar Bhawan (If selected )		
7	Date of Joining to Govt service		
8	Whether SC/ST/OBC		
9	Age as on Date		
10	Whether having benchmark Disability (Y/N)		
11	Date of Retirement and the post from which retired (copy of retirement order to be enclosed)		
12	Name of the Ministry/ Department		

	from which retired	
13	Last pay drawn (copy to be enclosed)	
14	Educational /Technical Qualification	
15	P.P.0 No. (copy to be enclosed)	
16	Computer Knowledge (MS Word, MS Excel and Power Point etc)	
17	Copy of last 5 years APARs or available APARs copy(ies)	
18	Brief particulars of experience (A separate sheet may be annexed in the below format)	

Name of the Ministry/ Department	Period		Designation	Brief Details of the work Handled
	From	To		

19. Additional relevant information, if any, in support of suitability for the said engagement (Attach separate sheet, if necessary).

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Telecommunications. I have read this circular and accept all the terms and conditions for engagement of Contract Employees.

Place  
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Signature:-----

Date