

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

Date : 27.01.2022


**CIRCULAR**

Subject : Engagement of retired Central Government/State Government officers (Stenography Cadre) on contract basis in the Department of Telecommunications (DoT) – regarding.

Department of Telecommunications intends to prepare a panel of retired Central Government/ State Government officers (Stenography Cadre) for engaging them on contract basis as per requirement against the vacant posts of Principal Private Secretary(PPS)/Private Secretary (PS)/Personal Assistant(PA) in DoT(HQ) including TEC initially for a period of 12 months from the date of engagement. Accordingly, applications are invited from retired Central Government/State Government officers residing in Delhi/NCR who fulfil the following eligibility criteria: -

- (i) Must be a Central Government/State Government pensioner drawing pension as per 7<sup>th</sup> CPC and holding the post of Principal Private Secretary (Group-A post in Level-11) or Private Secretary (Group-B Gazetted Post in Level-8/9/10) or Personal Assistant (Group-B Non-gazetted post in Level- 7) on regular basis at the time of retirement;
- (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) 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.

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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	:	No HRA shall be paid
Dearness Allowance	:	No DA shall be paid
Increment	:	No increment shall be granted
Agreement/under-Taking	:	Retired Govt. officials on Contract Basis (Stenography Cadre) 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. The RGOCB will be attached with one or more officers (on sharing basis) as per requirement and he/she will have to work independently without any assistance.

5. 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.

6. Personal Assistants/Private Secretaries/ Principal Private Secretary 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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7. 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 months' notice to the office. The decision of the Department of Telecommunications shall be the final in all respects.

8. 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 reserve the right to conduct a screening test including a proficiency test in shorthand/typing 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.

9. The retired Central Government/State Government officers (CSSS cadre /Stenography 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 (8) above, may submit their applications in the prescribed proforma so as to reach latest **by 04<sup>th</sup> March, 2022** to Under Secretary (Admn.II), Department of Telecommunications, Room No. 416, Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001.

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



(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 Retired Government Officers (Stenography Cadre) on contract basis in response to DoT's Circular No.A-41013/01/2020-Admn.II dated 27/01/2022.

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 with email of the Govt. office last served:

7. Designation and post held at the time of retirement:

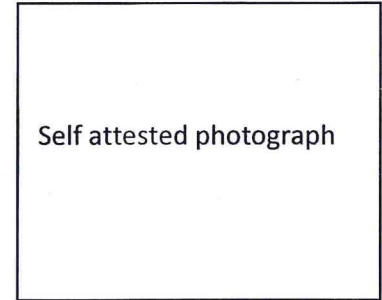
8. Pay Level (as per 7<sup>th</sup> CPC) of the post held at the time of retirement on regular basis

9. Last Pay drawn & Basic Pension (as per 7<sup>th</sup> CPC) **(copy of PPO to be enclosed)**:

10. Highest Educational Qualification :

11. Language of Stenography/typing skill (Hindi or English or both)

12. Work Experience during last 10 years before retirement :



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

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

11. ACR/APAR Grading (Good/V. Good/Outstanding) year wise during last 05 years before retirement (Copy of ACR/APAR to be enclosed):

12. Certified that :-

- (i) the information furnished above are true to the best of my knowledge and belief
- (ii) I am willing to work on contract basis 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 on contract basis in Department of Telecommunications against the vacant post of PPS/PS/PA, as contained in DoT's Circular No.A-41013/01/2020-Admn.II dated 27/01/2022; and that I unequivocally and unconditionally accept all these terms & conditions.

**Signature of Applicant with Date**