



सत्यमेव जयते

भारत सरकार Government of India

संचार मंत्रालय Ministry of Communications.

दूरसंचार विभाग Department of Telecommunications

सलाहकार , ए.पी.एल.एस.ए., हैदराबाद का कार्यालय O/o Advisor (APLSA) , Hyderabad

चौथा तल, शी टी ऑ इमारत, समीप पाराडैस, सिकंदराबाद-03

IV Floor, CTO Building, Near Paradise, Secunderabad-500 003

Lr.No:APLSA/HYD/Admn/Consultants/2020-21

Dated: 01.12.2020

NOTIFICATION

Subject: Engagement of consultants for the posts of Consultant (Technical) and Consultant (Stenographer) on a temporary contract basis in the O/o Advisor, AP LSA, Hyderabad – Reg.

O/o Advisor, AP Licensed Service Area (LSA), Hyderabad, Department of Telecommunication, Ministry of Communications proposes to engage the following consultants on a purely temporary and on contract basis for a period of six months or till regular manpower is posted, whichever is earlier:

- a) Consultant (Technical) - 1 No.
- b) Consultant (Stenographer) - 1 No.

Applications are invited from retired Government servants/ retired officials of PSUs or Research Organizations/any other Government Organizations with adequate computer knowledge and preferably having knowledge of DoT field unit works as mentioned in the Section No.1 (i.e. Nature of Duties) of this notification. The consultants will be engaged on a short-term contract basis initially for a period of six months. Based on his/her performance and requirement of this office, the contract can be further extended up to a maximum of 6 terms of 6 months each or up to 65 years of age whichever earlier.

The Advisor, AP LSA , DoT, Hyderabad reserves the right to accept or reject in part or in full any or all the responses without assigning reasons whatsoever.

The application form for the post of consultant on a contract basis is at Annexure-A. The last date for submission of the application is **28.12.2020**. Applications received after the due date will not be considered.

1. (a) Nature of Duties for Consultant (Technical)

Work may be assigned in any of the following verticals of the LSA:

- a) Service Compliance- CAF Audit, EMR Audit, Service Testing, Roll out obligation, etc.
- b) Technology- Secured dedicated communication network, Time Synchronization of Telecom Networks, Disaster Technology Management, interconnect Exchange, Inspections of Licensee Network, Advocacy & Public Awareness, etc.

- c) Security-Operation and Maintenance of CMS/ IMS, Curbing illegal activities/ Control over clandestine/illegal operation of telecom networks, Analysis of CDR/SDR, and other security activities assigned from time to time.
- d) Rural- Rural connectivity for DBT, verification of USOF sites, RF coverage testing/ telecom connectivity checking, etc.
- e) Admin, Legal, PG & Vigilance- Admin, PG, Building, Vigilance, Court case & Misc, Admin activities, etc.

(b) Nature of duties for Consultant (Stenographer):-

- a) Working on a computer, working with various tools of MS Office suite, drafting/noting skills, and general office administration, etc.
- b) To coordinate with other sections for timely obtaining the information and data for Parliaments Questions etc.
- c) To put up Travelling Allowance claims, LTC, Medical bills, GPF Advance/GPF withdrawal requests received from officers for approvals from Competent Authority.
- d) Processing the bills in PFMS Software and forwarding to Pay and Accounts Officer, O/o Pr.CCA, Hyderabad for payments.
- e) To assist DDO for Preparation of Budget Estimates and Revised Estimate proposals.
- f) To coordinate with Audit Parties for internal inspections and to support for preparation of audit replies.

2. Period of Engagement:-

The initial contract would be for a period of six months extendable further up to a maximum of 6(six) terms of 6(six) months each or up to 65 years of age whichever is earlier depending on his/her performance.

3. Eligibility :-

- a) For consultant in Technical Level —Retired from CDA Scale with a substantive grade of Level 8 of the 7th CPC or equivalent IDA Scale or holding analogous post.
- b) For consultant in Stenographer level — Retired from CDA Scale with a substantive grade of Level 4/Level 5/Level 6 of the 7th CPC or equivalent IDA Scale or holding analogous post.

Preference will be given to applicants with desired experience from DoT/BSNL/MTNL background.

4. Remuneration per month :-

The consolidated fee/ remuneration payable to the retired persons engaged as Consultants will be **Rs. 25,000/- per month(Fixed)**. The retired official on his/her engagement as consultant may be allowed TA/DA for performing outstation duties as per his/her entitlement as per the prevailing rules.

5. Age Limit:-

Candidate should not be more than 64 years of age on the last date of application.

6. Confidentiality of data and documents:-

The data collected/produced as well as deliverables produced for the O/o Advisor, AP LSA, Hyderabad, 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 proceeding or information collected for the purpose of this assignment or during the course of assignment from the O/o Advisor, AP LSA, Hyderabad, without the express written consent of this office. The consultants are bound to hand over the entire set of records of assignment to this office before the expiry of the contract and before the final payment is released by the office.

7. 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.

8. Closing date for submission of applications:-

Up to 17.00 Hrs of **28.12.2020**.

9. Selection Procedure:-

A selection panel shall be constituted for this purpose and it will be valid for a period of 6 months. The decision of the department in the matter of selection of consultants shall be final and binding.

10. How to Apply:-

As per enclosed format named as Annexure-A.

11. Special Condition:-

The consultants may have to perform outdoor duties in all over AP LSA (normally within the State of Telangana) Jurisdiction. Those who are not able to perform outdoor duties need not apply.

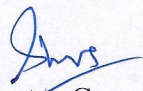
12. Application to be forwarded to:-

The Asst. Director General (Admn), O/o Advisor, AP LSA, Department of Telecommunications, 4th Floor, CTO Building, Near Paradise Hotel, Secunderabad – 500 003.

13. 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 a temporary and contract basis. The selected candidates will be governed by the provision of the guidelines for the engagement of consultants in DoT as amended from time to time.

Encl.:- As stated above.


Asst. Director General (Admn)
O/o Advisor, AP LSA
Hyderabad

Copy to

1. Director General, DoT HQ, New Delhi
2. DDG (Estt.) / Director (Estt.), DoT HQ, New Delhi
3. Director (IT), DoT HQ, New Delhi for publishing on DoT website under 'Vacancies'
4. GM(Pers.), BSNL Corporate Office, BSNL, Janpath, New Delhi
5. CGMT, Telangana Circle, Hyderabad
6. Notice Board
7. Office Copy.

APPLICATION FORMAT FOR THE POST OF CONSULTANT

- 1 Name
- Father's Name
- 2 Present Residential Address
- 3 Date of Birth
(DD/MM/YYYY)
- 4 Aadhar Number
- 5 E-mail address with
Telephone No.
- 6 Date of Entry into
Government Service
- 7 Date of retirement
- 8 Last Month Basic Pay
Drawn (on superannuation)
- 9 Basic Pension Drawn as on
30.11.2020
- 10 Educational Qualifications
- 11 Brief particulars of service with nature of duties performed for 10
years before retirement.

Recent
Passport size
photograph
(Self attested)

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

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

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

14. Knowledge of Computer

MS Word MS Excel Power Point Presentation	
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15. 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 relating to Telecom Sector activities and other office functions (not more than 2 pages)

The 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/serving account).**
- 3) **APAR's for the last 3 years before retirement.**

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; and that I unequivocally and unconditionally accept all the terms and conditions of Circular No. APLSA/HYD/Admn/Consultants/2020-21, dated 01.12.2020.

Date :

Yours faithfully,

Place :

Signature
Full Name