



No.Sr.DDG/DoT/MBILSA/549/HiringOfConsultants/2020-21/9

Dated: 02.02.2021

Subject: Engagement of retired Government Servants/ retired officials of PSUs or Research Organizations as consultants against vacant posts of Group 'B' & 'C' officers at O/o Sr. DDG, Mumbai LSA, DoT.

Office of Sr. Deputy Director General, Mumbai LSA, DoT intends to engage **3 (Three)** consultants for Technical work with Telecommunications background against vacant posts of Group 'B' & 'C' officers, initially for a period of 6 months from the date of engagement.

Application form for the post of consultant on contract basis is enclosed herewith as Annexure-A. Last date for submission of application is 05.03.2020. Applications received after due date will not be considered.

Sl.No.	Terms & Condition	Details
1.	Nature of Duties	<p>a) Looking after the Establishment, Tendering, Administration related functions and other routine office work for smooth functioning of office.</p> <p>b) Making correspondence with DoT/ Licensed Telecom Service Providers/ Other Govt. agencies etc.</p> <p>c) General works such as RTI/ Parliament Question/Handling of Court Cases/ Disaster Management/ Public Grievances/various Reports & Periodic Statements etc.</p> <p>d) Other Works allotted as per requirement etc.</p> <p>e) Monitoring such as EMF Testing/ Maintaining and Updating of Cell sites record/BTS sites record, Audit of Customer Application Forms/ Verification of Self Certificates submitted by Telecom Service Providers etc.</p> <p>f) Assisting DoT officers in conducting inspections.</p> <p>g) The consultant may be attached with any Officer of the LSA and he/she will have to work independently without any assistance and can be assigned any work of any vertical from time to time.</p>
2	Period of Engagement	<p>a) The engagement shall be purely on contract basis for a period of 6 months [subject to clause (b) below], which may be extended subject to approval of competent authority.</p> <p>b) The engagement of retired personnel in short term contract basis can be terminated by either of the</p>

Signature



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		party with prior notice of 30 days.
3	Eligibility	<p>a) The applicant should be retired Government employee/ retired official of PSUs or Research Organizations</p> <p>b) The applicant should not be more than sixty-five years of age on the date of her/his engagement.</p> <p>c) The applicant should be well aware with the functioning of Central Government Departments/Ministries and aware of various rules and regulations of the Central Government.</p> <p>d) Computer Literacy is necessary.</p> <p>e) The applicant must be proficient in working with computer and must have hands-on experience in working with MS Office software/Internet.</p> <p>f) Preference will be given to applicants from DoT/BSNL/MTNL with Telecom background.</p> <p>g) The Headquarter of the consultant will be at Mumbai.</p>
4	Remuneration	<p>a) The maximum amount of monthly consolidated fee/ remuneration payable to the retired persons engaged as Consultants shall be restricted to Rs. 40,000/- (Rupees Forty Thousand only) per month.</p> <p>Note: In case of Voluntary retirees from MTNL/BSNL under VRS 2019 and drawing pension from DoT, the sum of the monthly remuneration, ex-gratia received by him (total ex-gratia received divided by remaining month of service for regular retirement) and the Pension drawn by above officers shall not be more than the Last Pay Drawn by them, calculated at the current rates of Dearness Allowance as per IDA followed for drawing the dearness relief on pension of the concerned retired officer. Income Tax or any other Tax liabilities as per the prevailing rules will be deducted at source before effecting payment for which the DDO of the office/department will issue TDS certificate.</p> <p>b) Apart from the remuneration mentioned above, the consultant shall not be entitled for any allowances. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car and residential accommodation from Central Government pool.</p>

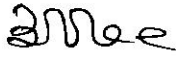


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5	Selection	A three-member committee under the chairmanship of Head of Mumbai LSA would be formed to go through the applications received and draw a panel for the cadre. The empaneled list will be put up on the website.
6	Closing date for submitting applications	The persons who fulfil the eligibility criteria in para (3) and are willing to work as consultants on the terms as consultant may submit their application in the proforma (enclosed as Annexure A) to reach latest by 05.03.2021 to ADG(Admin), O/o Sr.DDG, 5th Floor, Technical Wing, Saki Vihar Telephone Exch. Bldg., Saki Vihar Road, Andheri (E), Mumbai - 400072, Tel: 022-28574300.

The above said engagement is temporary and on contract basis. The selected candidates will be governed by the provisions of the guidelines for the engagement of consultants in DoT as amended from time to time.


Asstt. Director General 9.2.2021
O/o Sr.DDG, Mumbai LSA.
Ministry of Communication
Department of Telecommunications
Government of India.

Application Format for post of Consultants in Mumbai LSA, DoT

- 1) Name of the Applicant
- 2) Father's Name
- 3) Present Residential Address
- 4) Date of Birth (DD/MM/YYYY)
- 5) E-mail & Mob. No. of the Applicant
- 6) Date of Entry into Govt. Services
- 7) Date of Retirement
- 8) Educational Qualification
- 9) Knowledge of Computer:
 - a) MS Word
 - b) MS Excel
 - c) Power Point Presentation

10) Brief of service with nature of duties performed in last ten years before retirement:

Sl. No	Name of Ministry/ Department	Period (MM/YYYY)		Post Held	Nature of work
		From	To		

- 11) Last Pay drawn & Basic Pension
- 12) Pay Scale at the time of retirement
- 13) Copy of order of superannuation
- 14) Whether any minor penalty/ major penalty was imposed during last ten years of service, if so the details thereof
- 15) Additional information, if any, in support of your suitability for the post.

This is to certify that no disciplinary proceedings were pending against me at the time of retirement and the information given above is true to the best of my knowledge and belief.

Date:

Place:

Yours faithfully,

(Signature)

Full Name:

Address:

Mobile No.