



Government of India
Ministry of Communications.
Department of Telecommunications
O/o Special DG Telecom, APLSA, Hyderabad
IV Floor, CTO Building, Near Paradise, Secunderabad-500 003

Lr.No: APLSA/HYD/Consultants Appointment/2023-24/05

Dated: 25.08.2023

NOTIFICATION

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

O/o Special Director General Telecom, 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:

Sl.No.	Description of the Post	No. of Posts *
1.	Consultant Technical – Hyderabad Unit	6 Nos.
2.	Consultant Technical – Vijayawada Unit	2 Nos.
3.	Consultant (PA/Stenographer) – Hyderabad Unit	3 Nos.
4.	Consultant (PA/Stenographer) – Vijayawada Unit	3 Nos.

Note : * The above consultant posts are tentative and may vary subject to the requirements of this office.

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 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 the requirements 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 O/o Special DG Telecom, 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 **15.09.2023**. Applications received after the due date will not be considered.

1. Nature of Duties for Consultant (Technical)

Work may be assigned in any of the following Units 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 Maintenance, GeM Procurement, Vigilance, Court case & Misc, Admin activities, etc.

(b) Nature of duties for Consultant (PA/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 them 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.
- g) To support/assist Senior Officers for day-to-day work.

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 7' CPC or equivalent IDA Scale or holding analogous post.
- b) **For consultant in PA/Stenographer level** — Retired from CDA Scale with a substantive grade of Level 4/Level 5/Level 6 of the 7' 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 Monthly consolidated fee / remuneration payable to the retired Government employees engaged as consultants shall be in accordance with the Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 endorsed by DoT letter No. 1-3(01)/2021-PAT dated 08.02.2021 and that of the retired PSU employees will be in accordance with the DoT HQ Letter No. 3-10/2014-SEA-I/Fin. dated 29-03-2022 and as amended from time to time. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

a) Allowances: -

No increment or Dearness Allowance shall be allowed during the term of the contract. No House Rent Allowance shall be admissible.

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.

The engaged consultant may be allowed TA/DA on official tour, if any, as per the entitlement at the time of retirement and will be restricted to the entitlement of the Group 'B' post vacancy against which the Consultant is engaged.

b) 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.

5. 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 per the prevailing rates.

6. Age Limit: -

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

7. Conflict of interest: -

The consultants engaged shall in no case represent or give their 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 **15.09.2023**.

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 the enclosed format named 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. Divisional Engineer Telecom (Admin), O/o Special DG Telecom, 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 parties 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.


Director (Admin)
O/o Special DG Telecom, 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(TECHNICAL)

- 1 Name
- 2 Father's Name
- 3 Present Residential Address
- 4 Date of Birth
(DD/MM/YYYY)
- 5 Aadhar Number
- 6 E-mail address with
Telephone No.
- 7 Date of Entry into
Government Service
- 8 Date of retirement
- 9 Last Month Basic Pay
Drawn (on superannuation)
- 10 Basic Pension Drawn as on
31.05.2023.
- 11 Educational Qualifications
- 12 Brief particulars of service with nature of duties performed for 10
years before retirement.

Recent
Passport size
photograph
(Self attested)

Sl.No.	Name Ministry/Dept./Organization of	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 Ministry/Dept./Organization of	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 I unequivocally and unconditionally accept all the terms and conditions of Circular No. APLSA/HYD/Consultants Appointments/2023-24, dated 25.08.2023.

Yours faithfully,

Date :

Place :

Signature
Full Name