



F.No. DoT/KRL/E-152/Engagement of consultants/2024-25/ 16

dated the 3rd March 2025

NOTIFICATION

(Engagement of Consultants – Kerala LSA, Ernakulam)

Sub. : Engagement of consultant for vacant posts in Group B on temporary contract basis in the O/o Addl.DGT, DoT, Kerala LSA, Ernakulam .

Kerala Licensed Service Area (LSA), Department of Telecommunication, Ministry of Communications, Ernakulam proposes to engage **TWO** Consultants in **Group B_cadre** on purely temporary and on contract basis for an Initial period of six months extendable further up to a maximum of 6 terms of 6 months or sixty-five years of age or till regular manpower is posted whichever is earlier based on his/her performance and requirement of this office. The details are given below:

| Sl.No. | Name of the post | No of posts | Cadre | Level |
|--------|------------------------|-------------|---------------------|---|
| 1 | Consultant (Admn.) | 01 | Group B - (AD/ JTO) | Level 8/ Level 7 of 7 th CPC |
| 2 | Consultant (Technical) | 01 | Group B - (AD/ JTO) | Level 8/ Level 7 of 7 th CPC |

2. The number of vacancies may likely change, subject to the actual requirement. A panel of consultants will be drawn separately for DoT Kerala LSA for future vacancies. Engagement of Consultant at level 7/8 shall be subject to vacancy and organizational requirements.
3. Applications are invited from retired Central Government officials, retired officials of PSUs including BSNL/MTNL or Research organizations with adequate computer knowledge, Technical/ Administrative/ Accounts background as detailed below to work as consultant in this office.
4. The details of terms & conditions of engagement are given below. O/o. Addl. DG, Kerala LSA, reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever. Application form for the post of consultant on contract basis is enclosed herewith as Annexure-A. **Last date for submission of application is 17:00 Hrs on 21st March 2025.** Applications received after due date will not be considered.

| Sl No | Terms and Conditions | Details |
|---|--|---|
| 1. | Nature of Duties Consultant (Technical) | <p>Duties may be assigned in any of the works being carried out in Kerala LSA, DOT :</p> <ol style="list-style-type: none"> Service Compliance –Various activities related to CAF audit, EMR audit, Service Testing, Roll out obligation, etc. Technology –Inspection of licensees’ network, Advocacy & public awareness, co-ordination for PMWANI, etc. Security – Assisting Security vertical in their works like Audit, Inspection etc. Rural – Verification of Telecom Connectivity and coverage across different geographical areas (Tribal, Rural, Hilly etc), verification of USO sites, inspections, data analysis, report preparations etc. State Co-ordination – Co-ordination with State Govt, UT, arranging meetings with state Govt. coordination for ROW clearances, CBUD usage etc. And any other duties assigned by this office from time to time. <p>Desirable Experience: In the above areas/ Technology/ Software, Telecommunications etc.</p> |
| | Nature of Duties Consultant (Admn.) | <ol style="list-style-type: none"> Establishment/Administrative functions / Accounts and Financial matters related to DDO functions such as processing of Salary and Personal claims, Processing of GeM purchase/local purchase, collecting & compilation of data and preparation of reports, periodical reports, filing of Income Tax/GST returns etc. Any other work assigned by this office from time to time. <p>Desirable Experience: Consultant is required to have sound experience in Administration & Accounts related activities to carry out the works effectively. Candidates should be conversant with computers and able to perform work in electronic mode also.</p> |
| Note: Consultants may have to go on official tour to discharge the different functions as and when required. TA/DA as applicable shall be paid. | | |
| 2. | Period of engagement | The initial contract would be for a period of 6 months extendable further 6 terms of 6 months or Sixty-five years of age or Posting of regular staff whichever is earlier. |
| 3. | Eligibility should be Diploma/Degree or equivalent with suitable experience. | <ol style="list-style-type: none"> For consultant at JTO(Group B)-Retired from CDA Scale with Minimum substantive grade of Level 7 of the 7th CPC or equivalent IDA scale or holding analogous post or above. For consultant at AD level (Group B)-Retired from CDA scale with Minimum substantive grade of Level 8 of the 7th CPC or equivalent IDA Scale or holding analogous post or above. As Per DOT OM No. 1-50(1)/2018-E&C-Part(1) dated 16-May-2023 BSNL/MTNL VRS 2019 can also apply for this post. |

| | | |
|-----|---------------------------------------|--|
| 4. | Desirable qualifications | <p>a) Computer Literacy: Knowledge of MS Word, MS Excel, PPT will be given due weightage while shortlisting the candidate. Data base analysis (e.g. SQL) programming knowledge is also desirable.</p> <p>b) Knowledge of Hindi.</p> |
| 5. | Remuneration | The monthly consolidated fee/remuneration payable to the retired persons engaged as consultants shall be in accordance with the Department of Expenditure OM no. 3-25/2020-E.III A, dated 09- 12- 2020 endorsed by DoT letter No.1-3(01)/2021-PAT, dated 08- 02- 2021 and No.3-10/2014-SEA-I/Fin, dated 28/03/2022 DoT Letter no. 9- 08/2019-20/Fin(Pt) dated 16-06-2023 (copy at Annexure B) and as amended from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period. |
| 6. | Allowances | <p>a) No increment and Dearness Allowance shall be allowed during the term of contract, no House Rent Allowance shall be admissible.</p> <p>b) 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.</p> <p>c) The engaged consultant shall be allowed TA/DA on official tour, if any as per the entitlement at the time of retirement.</p> |
| 7. | 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. |
| 8. | 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 the prevailing rates |
| 9. | Terms and Conditions | <p>Terms and Conditions for hiring services of consultants shall be governed as applicable by:</p> <p>(1) Ministry of Finance DoE OM F.No.3- 25/2020-E.IIIA dated 9th December 2020</p> <p>(2) Order No.3-10/2014-SEA-I/Fin, dated 29.03.2022</p> <p>(3) DoT Letter no. 9-08/2019-20/Fin(Pt) dated 16-06-2023</p> |
| 10. | Age limit | Candidate should not be more than 62 years of age on the last date of this application. |
| 11. | Confidentiality of data and documents | <p>The data collected/produced as well as deliverables produced for the O/o Addl. DGT, Kerala LSA 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 proceedings or information collected for the purpose of this assignment or during the course of assignment from the O/o Addl. DGT, DoT, Kerala LSA, without express written consent of this office. The consultants are bound to hand over the entire set of records of assignments to this office before the expiry of the contract and before the final payment are released by this office.</p> <p>The Consultant so engaged shall sign an agreement of confidentiality with the Department of Telecommunications containing a clause of Ethics and Integrity.</p> |

| | | |
|-----|--|--|
| 12. | Conflict of interest | The consultants engaged shall in no case represent or give opinion or advise to others in any matter which is adverse to the interest of the Department. |
| 13. | Closing date for submitting applications | Up to 17.00 Hrs of 21st March 2025. |
| 14. | Selection procedure | A committee shall be constituted for preparing panel of consultants after scrutiny of applications/supporting documents, and telephonic/online interview and assessing knowledge about functional requirements /willingness to work. The panel will be valid normally for one year. Selection of the consultants will be from this panel, and the decision of the Head of LSA in the matter of selection of consultants shall be final and binding upon the applicants. |
| 15. | How to apply | As per enclosed format named as Annexure-A |
| 16. | Termination of contract | The contract may be terminated by either of the party with prior notice of at least 30 days. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provision of the guidelines for engagement of consultants in DoT as amended from time to time. |
| 17. | Application in prescribed proforma along with handwritten profile of experience to be forwarded to | Asstt. Director (Estt.), O/o. Addl. DGT, Dept of Telecommunications, Kerala LSA, CTO Building, Karakkat Road, Ernakulam South -682016. Tel No.0484-2204922 |
| 18. | Vacancies | Two (02) Group-B posts at Ernakulam (Tentative). Number of the consultants to be engaged will be subject to the actual requirement. The appointment date will be intimated in due course. |

5. Application is required to be made in the prescribed proforma attached herewith at Annexure-A along with a handwritten profile of experience on a plain paper.

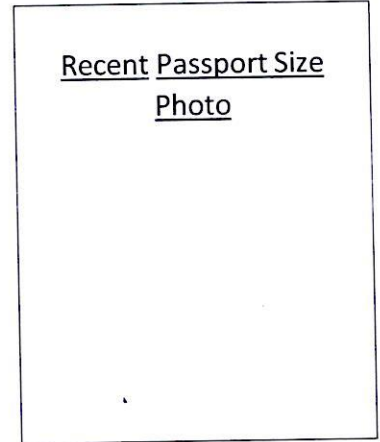
6. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provisions of the guidelines for engagement of consultants in DoT as amended from time to time.

Asstt. Director (Estt)
Kerala LSA, Ernakulam
Tel. No. 0484- 2204922

Copy for information to :

1. Director (IT), DoT HQ, New Delhi with a request to publish on DoT Website under 'Vacancies'
2. Director (Admn), DGT, Dept of Telecom, New Delhi.

APPLICATION FORMAT FOR THE POST OF CONSULTANT



1. Name :
2. Father's Name :
3. Aadhaar Number :
4. Date of Birth (DD/MM/YY) :
5. E-mail address with Telephone No. :
6. Date of entry into Government service :
7. Date of Retirement :
8. Last month basis pay drawn :
9. Basis pension as on Date :
10. Educational Qualification :
11. Brief particulars of service with nature of duties performed for 10years before retirement
(Details may be given in additional sheet if space is not sufficient)

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

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

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

13. Knowledge of computer/ software

| | |
|--------------------------|--|
| Ms. Word | |
| MS Excel | |
| Power Point Presentation | |
| Any other | |

14. Additional information, if any, to support of your suitability for the post :

15. The candidate has to submit a **handwritten profile of experience** detailing works handled relative to Telecom Sector activities and other officer functions (Not more than 2 pages) (Refer desirable experience as in Annexure C)

16. Following documents must be attached with the application

- (a) LPC of last month of service
- (b) Latest three months pension amount (Bank/postal statement of pension/saving account)

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.

Yours faithfully

Signature

Full Name

Date

Place

भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
दूरसंचार विभाग/Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road
New Delhi -110001

Dated: 08/02/2021

CIRCULAR No. 154

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees

The undersigned is directed to forward herewith a copy of Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 on the subject cited above for information and necessary action.

Encl: As above


(S C Karol)
Director (Estt.)
Phone: 2303 6500

Copy to:

1. PPS to Secretary (Telecom)
2. PPS to Member (T)/ Member (S)/Member (F)
3. Director General Telecom/ CGCA
4. All Advisors/ Sr. DDG (TEC)/(NTIPRIT)/(NCCS)
5. All Heads of LSAs/ CCAs
6. CMD, BSNL/ MTNL/ TCIL/ BBNL
- 7 Executive Director, C-DoT/ Dir. WMO, New Delhi
8. Director (Staff)/ Director (SEA) / Director (Civil), DoT HQ
9. Director (IT), DoT for posting this circular on the web-site of DoT
10. Dy. Secretary (Admin-I)/ (Admin-II)/ (Admin-III) & (Admin-IV), DoT
11. PAO, and all the concerned Sections, DoT, New Delhi
12. SO (Pay Bill), DoT, HQ, Sanchar Bhawan

F. No. 3-25/2020-E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. 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.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance

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 appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

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7.3 **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.

8. **Term of Appointment**

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. **Exemptions**

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K.Manthan)
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.

5

No.3-10/2014-SEA-I/Fin.
Government of India
Ministry of Communications
Department of Telecommunications
(Integrated Finance Division)

New Delhi, dated 28 March, 2022

**Subject: Engagement of retired PSU's employees on contract basis in DoT--
Fixation of remuneration thereof.**

Reference is invited to this division letter of even number dated 22.12.2021 on the subject matter. The matter of fixation of remuneration in respect of PSUs retirees engaged on contract basis in DoT has been consulted with Ministry of Finance, Department of Expenditure who have now provided the following clarification –

- (a) To arrive at the remuneration, concerned division office may ascertain equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis. Then the notional pay of such post in Central Government may be arrived at by taking the mean of Cell-1 and Cell-10 of the corresponding Pay level of such post. The sum so arrived may be treated as last basic pay and 50% of such basic pay may be allowed as remuneration. The other terms & conditions and allowances shall be decided as per DoE's instructions vide OM No. 3-25/2020-E.IIIA dated 09.12.2020.
 - (b) No increment and Dearness Allowance (DA) shall be allowed during the term of the contract. Transport Allowance and leave may be in accordance with DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020.
2. The concerned head of office shall be responsible for ascertaining equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis.
 3. It is clarified that these guidelines shall be applicable only for fixing remuneration of PSU retirees (Direct Recruits, Combined service optees and Pro-rata retirees) and not for Central Government retirees. The engagement of retired Central Govt. employees in the department will continue to be done as per provisions contained in the DoE order No. 3-25/2020-E.IIIA dated 09.12.2020. Further, these instructions shall also not be applicable to BSNL/MTNL VRS 2019 retirees.



4. These instructions are issued with concurrence of Member (F) and approval of Secretary (T) and take immediate effect.

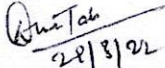

29/3/22
(Amanullah Tak)
Director (Finance)
Tel: 011-23036037

To,

1. All Sr.DDsG/DDsG/JWA in DoT HQ.
2. DDG (E&AM) for CGCA & all CCAs.
3. DDG (Estt.) for DG (T) & all LSAs.
4. Heads of TEC, NICF, NTIPRIT

Copy to:

1. Sr.PPS to Secretary (Telecom)
2. Sr.PPS to Member (F)/Member (T)/ Member (S)
3. PPS to AS (T)/Advisor (F)/ WA/ Administrator USOF
4. PS to DDG (F), DDG (C&A), DoT HQ
5. Spare copy for publishing on DoT's eoffice notice board.


28/3/22
(Amanullah Tak)
Director (Finance)
Tel: 011-23036037

No. 9-08/2019-20/Fin(Pt)
Government of India
Ministry of Communications
Department of Telecommunications
(Integrated Finance Division)

New Delhi, dated 16 th June, 2023

**Subject: Engagement of retired PSU's employees on contract basis in DoT—
Fixation of remuneration thereof.**

Reference is invited to DoT OM No.03-10/2014-SEA-I/Fin. dated 29.03.2022, wherein instructions were issued on the aforementioned subject.

In the light of DoT OM No. 19-1/2019(Part)-SU-1 dated 12.05.2023 issued by SU division of DoT, para 3 of ibid IFD OM dated 29.03.2022 is hereby amended and may now be read as under -

"3. It is clarified that these guidelines shall be applicable only for fixing remuneration of PSU retirees (Direct Recruits, Combined service optees and Pro-rata retirees) and not for Central Government retirees. The engagement of retired Central Govt. employees in the department will continue to be done as per provisions contained in the DoE order No. 3-25/2020-E.IIIA dated 09.12.2020."

2. Accordingly, remuneration of PSU retirees engaged on contractual basis in the Department (including BSNL/MTNL VRS 2019 retirees) may be fixed in light of methodology, terms & conditions issued vide DoT OM No.03-10/2014-SEA-I/Fin. dated 29.03.2022, as amended by this OM.

This issues with the approval of Member (Finance), DCC and is applicable with immediate effect.

Signed by

Amanullah Tak

Date: 16-06-2023 10:10:10

(Amanullah Tak)

Director (Finance)

Tel: 011-23036037

To,

1. All Sr. DDsG/ DDsG/JWA in DoT HQ
2. DDG (E&TF) for CGCA & all CCAs
3. DDG (Estt.) for DG (T), all LSAs & NCCS.
4. Heads of USOF, TEC, NICF, NTIPRIT

Copy to:

1. PSO to Secretary (Telecom)
2. Sr.PPS to Member (F)/Member (T)/ Member (S)
3. PPS to AS (T)/Advisor (F)/ WA/ Administrator USOF
4. PS to DDG (F), DDG(PM) , DDG (C&A), DoT HQ