

Government of India
Department of Telecommunications
National Communications Academy
Ghaziabad, Uttar Pradesh - 201002

File No.: 18-3/2020-NTI.Estt/Consultant/Part1

Dated: 28.04.2025

NOTIFICATION

Subject: - Engagement of Consultant against the vacant post of JTO on temporary contract basis in the office of DG, NCA, Ghaziabad.

The O/o DG, NCA, Ghaziabad, Department of Telecommunications [DoT], Ministry of Communications proposes to engage 01 **Consultant against the vacant posts in JTO level at NCA, Ghaziabad** on purely temporary and on contract basis, for an initial period of six months, extendable further up to a maximum of sixty-five years of age or till regular manpower is posted, whichever is earlier, based on his /her performance and requirement of this office.

Applications are invited from the retired Government Servants of DoT/other Central Government department/ Organizations/ PSUs or Research units with experience of administrative, campus security and other related fields in Telecom domain/ policies with adequate knowledge of computers.

The detailed terms of reference (TOR) of engagement are as under:

S. No.	Terms and Conditions	Details
1.	Nature of Duties	1. Establishment & Estate related works. Looking after of routine works for smooth functioning of office. 2. Handling and supervision of works related to infrastructure management etc. 3. Supervision and handling of works related to campus security etc. 4. Any other work as assigned from time to time by superior officers.
2.	Period of engagement	Initial contract would be for a period of 6 months which is extendable further up to a maximum of six terms (six months each) 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.
3.	Eligibility	a. Retired govt servants from CDA scale with minimum substantive grade of Level 7 of the 7 th CPC or equivalent IDA scale or holding analogous post or above. b) Retired persons from BSNL/MTNL under VRS-2019 scheme are also eligible to apply. c) Age should be less than 64 years as on last date of submission of application.
4.	Computer Literacy	Adequate computer knowledge is required.

5.	Remuneration, Allowances and Leave	<p>a.) For Retired Central/State Government officials: As GOI Ministry of Finance Department of Expenditure letter no. 3-25/2020-E.IIIA dated 09.12.2020 (Annexure-B) or amended from time to time.</p> <p>b.) For retired PSU employees: As per DoT OM No. 03-10/2014-SEA-L/Fin. dated 28-03- 2022(Annexure-C) or amended from time to time.</p> <p>c.) The amount of remuneration so fixed shall remain unchanged for the term of contract.</p> <p>d.) No increment or Dearness allowance shall be allowed during the term of contract. The person so engaged shall not be eligible for other allowances and benefits except Transport allowance, TA/DA & leave as detailed below. The payment will be made on monthly basis.</p> <p>e.) The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source and for this Department will issue TDS certificate.</p> <p>f.) There will be no annual increment/percentage increase during the contract period.</p> <p>g.) The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment or remuneration.</p> <p>h.) No DA (Dearness Allowance) shall be allowed during the period of the contract.</p> <p>i.) No Accommodation or HRA will be provided by the Department.</p> <p>j.) 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.</p> <p>k.) No TA/DA is admissible for joining the assignment or on its completion. The contract employee will be allowed TA/DA on official tour, if any, as per the DoT Letter No. 3-10/2014-SEA-1/Fin dated 29 03-2022 or DoT HQ letter no 1-3(01)/2021-PAT dated 08/02/2021, as applicable and as amended by Govt. from time to time</p> <p>l.) 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</p>
----	------------------------------------	---

		<p>Central Government pool.</p> <p>m.) Clarifications received from HQs in ref to the fixation of remuneration of retirees under the VRS Scheme 2019 of BSNL/MTNL shall be applicable.</p> <p>n.) Paid leave of absence will be allowed @ 1.5 days for each completed month of service.</p> <p>Accumulation of leave beyond a calendar year shall not be allowed. The Consultant shall be eligible for paid leave of absence @ 1.5 day for each completed month of service under the contract besides the Gazetted holidays. The paid leave cannot be availed in advance, i.e., the Consultant can avail paid leaves only to the extent of leave accumulated for each completed month prior to the date of applying for leave. However, during the last month of the contract, the prescribed leave of 1.5 day for that month may be availed. The paid leaves accumulated during the duration of the contract can be availed during the currency of the contract only and cannot be carried forward to the next year, in case of any extension of the contract in terms above. The cash equivalent of net accumulated leaves shall not be payable under any circumstance. "No work no pay" will be applicable during the period of contract, if more than the prescribed leave is taken. Holidays/ Saturdays/ Sundays falling within continuous leave period shall also be treated as part of the leave. However, holidays/ Saturdays/ Sundays can be prefixed and/ or suffixed to the leaves. No paid leave shall be granted for the period under notice in terms above. The Consultant shall be liable to pay to NCA, for any absence during the notice period, the amount equivalent to pro-rata monthly remuneration payable to her/ him by NCA, Ghaziabad.</p>
6.	Working Hours	Working hours shall normally be from 9:00 AM to 5:30 PM during working days, including half an hour lunch break in between. However, depending on the exigency of work and if required, the consultant may have to reach the office early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work required late sitting or coming on holidays.
7.	Accident, injury etc. During the period of Engagement	The O/o DG, NCA, Ghaziabad shall not be responsible for any loss, accident, damage, injury suffered by the contract employees whatsoever arising in or out of the execution of his/her work including travel.
8.	Confidentiality of data and documents	The data collected/ produced as well as deliverables produced for the O/o DG, NCA, Ghaziabad 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 DG, NCA, Ghaziabad, 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 payments are released by this office.
9.	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.
10.	Closing date for submitting application	Up to 17:00 hrs. of 28.05.2025
11.	Selection procedure	<ol style="list-style-type: none"> 1. A Selection committee shall first shortlist the applications on the basis of criteria decided by it. 2. If required, the Committee may hold a personal interaction (interview) with the applicants. 3. Criteria for shortlisting shall be experience in the relevant field, depth of knowledge, qualification etc. 4. Panel of suitable candidate will be maintained in the order of their ranking in selection process. The consultants will be engaged from the panel on requirement and job profile. This panel will be valid for a period of 6 months. 5. The top candidate at each level in order of merit from this panel will be offered the engagement as consultant for NCA, Ghaziabad to the extent of vacancy. In case of refusal of the offer next candidate in the panel will be offered the engagement, the decision of the NCA, Ghaziabad in the matter of selection of consultant shall be final and binding. No consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in this notice.
12.	Vacancies	01 (One) number JTO post at the O/o DG, NCA, Ghaziabad. The actual number of vacancy position may vary depending in the organizational requirements from time to time. A panel of suitable officers will be made for future vacancies which will be valid for 6 months.
13.	Termination of Contract	The engagement of retired personnel in short term contract basis can be terminated by either of the party with prior notice of 30 days.
14.	Special conditions	The consultant may have to perform outdoor duties as per requirement of the O/o DG, NCA, Ghaziabad. Those who are not able to perform outdoor duties need not apply.
15.	How to apply	As per format given in <u>Annexure A</u>
16.	Application to be forwarded to	Director (Estt.), O/o NCA, NCA (Erstwhile NTIPRIT) Campus, Kamala Nehru Nagar, Ghaziabad. Room No. 500-A e-mail: - jto.estt-nca@gov.in

lphone: - 0120-2709017

DG, NCA, Ghaziabad. reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons, whatsoever.

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.

Application form for the post of consultant on temporary and on contract basis is enclosed herewith as Annexure-A. The last date for submission of application is 28.05.2025 Application received after the last date of submission will not be considered.

Subhash
28/4/25
(Subhash Chandra Kesarwani)
Director (Estt.)
NCA, Ghaziabad

Encls: - As stated above

Copy to:

1. Director General Telecom, DoT HQ, New Delhi.
2. DDG (Estt.) / Director (Estt.), DoT HQ, New Delhi.
3. Director (IT), DOT HQ, New Delhi with a request to publish on DOT website under 'Vacancies'.
4. Notice Board.
5. Office Copy

Annexure-A

APPLICATION FORMAT FOR THE POST OF CONSULTANT

1. Name:
2. Father's name:
3. Present Residential Address:
4. AADHAR Number:
5. Date of Birth (DD/MM/YYYY):
6. E-mail address and telephone number:
7. Date of entry in Government Service:
8. Date of retirement:
9. Scale of Pay, Basic pay and Designation at the time of retirement:
(Along with proof)
10. Basic Pension Drawn (as on last date of submission of application):
11. Educational Qualification (Please attach a copy of self-attested certificate(s):
12. Brief particulars of service with nature of duties performed for the last 10 years prior to retirement:

[illegible]

13. Brief particulars of service with nature of duties performed after retirement, if any, till date:

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

14. Knowledge of Computer

Ms office	
Any language/ package.	
Any other (Please specify)	

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 relative to handling and supervision of works related to infrastructure management, civil electrical works coordination and other related works, Telecom sector activities, and other official 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 details (Bank/Postal statement of Pension/ Saving account)
- 3) PPO (Pension Payment Order) No. (Copy of self- attested PPO)

DECLARATION

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 in original would be made available upon demand. In addition, I, unequivocally and unconditionally, accept all the terms & conditions of engagement as consultant in the O/o DG, NCA (Erstwhile NTIPRIT), Ghaziabad.

Date:

Signature:

Place:

Full Name:

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.

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.

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.

[Signature]

(214)

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

Amanullah Tak
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.

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