

No. 30-06/2024-Admn.I  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi

Date: 16.02.2024

**CIRCULAR**

**Subject:-Engagement of 1 (One) Retired/Retiring shortly (within 2 months) Government Employees against the vacant post of Deputy Secretary of Central Secretariat Services (CSS) Cadre in Department of Telecommunications on short-term contract basis – reg.**

Department of Telecommunications invites applications from government employees retired or going to retire (within 2 months) from the post of Deputy Secretary of the Central Secretariat Services (CSS) cadre or equivalent for engagement on contractual basis against the vacant post of Deputy Secretary of Central Secretariat Services Cadre in this Department, initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement of the Department and satisfactory performance of the engaged employee. Deputy Secretary of Central Secretariat Services Cadre who have retired recently or going to retire within 2 months may be given preference.

2. The terms and condition for above engagement with regard to remuneration, allowances, leave, tenure etc. shall be regulated in terms of Department of Expenditure's O.M. 3-25/2020-E.IIIA dated 9th December, 2020. The detailed terms and condition including eligibility criteria, etc. for the above engagement mentioned in Annexure-I enclosed. The Department of Telecommunications reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

3. The interested persons must submit their application in the prescribed format (Annexure-II) enclosed herewith to Under Secretary (Admn.I), Department of Telecommunications, Room No. 417, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001. Soft copy of application (along with scanned copy of enclosures in pdf format) shall be sent on [sumish.82@gov.in](mailto:sumish.82@gov.in).

4. **The printed/soft copy of the application should reach the office address/e-mail id mentioned above by 6 PM of 08.03.2024. Applications received after this date and time and incomplete applications including those without required enclosures will not be considered as valid application.**

  
(Sumish)

Under Secretary to the Govt. of India  
Tel. 2303 6210

Copy to:

1. All Ministries/Departments of Government of India.
2. Department of Personnel & Training for displaying on their Website.
3. Director (IT-IV) for uploading the circular on DoT website under 'Vacancy'
4. E-office Notice Board

Government of India  
Ministry of Communications  
Department of Telecommunications  
(Admn.I Section)

**Terms and Conditions for Engagement of Retired or going to Retire (within 2 months) Government Employees, on Contract Basis against the vacant post of Deputy Secretary of Central Secretariat Services (CSS) in Department of Telecommunications.**

**1. Eligibility and Job Description:**

1.1 The candidate should have retired or going to retire (within 2 months) from Central Government Ministries/Department, its attached/subordinate Offices having experience of functioning in Govt. offices.

1.2 The candidate who have retired/ going to retire (within 2 months) from the post of Deputy Secretary of Central Secretariat Services (CSS) Cadre or equivalent, are eligible for engagement on contract basis.

1.3 Experience: Should have experience in the fields of Establishment, Budget, Finance, General Administration including procurement of goods and services, processing and formulation of Schemes run by Central Government, Policy and Planning, Rules and Regulations governing civil services etc. and should be able to independently process and prepare proposals relating to above. The person must be able to work in MS Word, Power Point and should be proficient in noting, drafting and examining proposals/cases.

1.4 Deputy Secretary of Central Secretariat Services Cadre who have retired recently or going to retire within 2 months and have experience in working in DoT/allied Departments may be given preference.

**2. Period of Engagement:**

2.1 The engagement will be purely on short term contract basis. The initial engagement would be for a period of one year, which may be extended further depending upon the requirement of Department of Telecommunications and the performance of the engaged employee but the term of engagement shall not be extended beyond 65 years of age.

2.2 The engagement of Contract Employee would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any point of time by Department of Telecommunications without assigning any reason.

**3. Age Limit:**

3.1 Not more than 64 years of age on the last date for receipt of applications i.e. on 08.03.2024.

**4. Remuneration:**

4.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract.

4.2 No increment and Dearness allowance shall be allowed during the term of the contract.

**5. Allowances:**

5.1 **Accommodations/HRA:** No accommodation or HRA will be provided by the Department.

5.2 **Transportation Allowance:** A fixed amount of **Rs.7200/-** as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. However, this shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transportation Allowance.

5.3 **TA/DA:** 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 his/her entitlement at the time of retirement.

5.4 **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed. No remuneration for the period of absence in excess of the admissible leave will be paid to Contract Employees.

6. The engagement as Contract Employee will not be considered as a case of re-employment.

7. Attention is drawn to Central Vigilance Commission's Circular No. 01/0/2017 dated 23.1.2017 and circular No. 08/06/2011 dated 24.06.2011 regarding engagement of Consultants/Contract Employees. They will be completely accountable for any advice rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.

**8. Selection Procedure:**

8.1 Selection of the suitable candidates for their engagement on contract basis shall be done on the basis of interview/interaction with the candidate.

**9. Place of work:**

9.1 Offices of Department of Telecommunication located at Sanchar Bhawan, New Delhi; however in case of exigencies posting may be done in other offices of this Department located in Delhi.

**10. Working facilities to be provided:**

10.1 Only the basic facilities/infrastructure will be provided to the Contract Employees. No transport or telephone/Internet facility at residence etc. shall be provided.

**11. Working hours:**

11.1 Working Hours shall normally be from 9:00 AM to 5:30 PM during working days including half an hour lunch break (from 01:00 PM to 01:30 PM) in between. However, depending on the exigency of work and if required, the Contract Employees may have to reach office early or sit late to complete the time bound work or attend office on Saturdays/ Sundays/ other holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

**12. Tax deduction at Source:**

12.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

**13. Confidentiality of data and documents:**

13.1 The Contract Employees will be governed by the Officials Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents are the property of the Government.

13.2 The Contract Employees will not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this Department.

13.3 The Contract Employees will be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by this Department.

13.4 The Contract Employees will sign an **agreement of confidentiality** with the Government of India that will contain a clause on Ethics and Integrity.

13.5 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for this Department shall remain with this Department.

**14. Conflict of Interest:**

14.1 The Contract Employee appointed by this Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this Department or Government of India. No Contract Employee would be permitted to take up any other assignment during the period of engagement.

**15. Termination of service:**

15.1 The services of Contract Employee may be terminated at any time without assigning any reason whatsoever. However, if the contract employee is not willing to continue for whatsoever reasons, he shall give minimum one month's notice to this Department.

**16. Accident, Injury etc. during the period of engagement:**

16.1 Department of Telecommunications shall not be responsible for any loss, accident, damage, injury suffered by the Contract Employee whatsoever arising in or out of the execution of his work, including travel.

**17. Rights of Department of Telecommunications:**

17.1 Department of Telecommunications reserves the right to cancel and not to proceed in the matter for engagement of Contract Employees at any stage without giving any reason, whatsoever. The decision of the competent authority of Department of Telecommunications shall be final in all respects.

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**Annexure-II**

**Application for engagement of Contract Employee in Department of  
Telecommunications, New Delhi**

Recent passport size photograph
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1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Contact Details	Mobile/Tel. e-mail
5.	Address for communication	
6.	i. Present Residential Address	
	ii. Proposed mode of commuting from residence to Sanchar Bhawan (if selected)	
7.	Date of Joining of Govt. Service	
8.	Age as on date	
9.	Whether SC/ST/OBC/UR	
10.	Person with Disability (Yes/No)	
11.	Whether working or retired	
12.	Date of Retirement and the post from which retired (Please enclose copy of retirement order)	
13.	Name of the Ministry/ Department (working/retired)	
14.	Last pay Drawn as per pay slip/PPO	
15.	Education Qualifications	
16.	Pay slip/P.P.O No. (Please enclose copy)	
17.	Details of Computer Knowledge	

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18.	Copy of last 5 years APARs or available APARs copy	
19.	Brief particulars of experience (A separate sheet may be annexed)	Please provide information in the format below

Name of the Ministry/Department	Period		Designation	Brief details of the work handled
	From	To		

19. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary).

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Telecommunications. I have read this circular and accept all the terms and conditions for engagement of Contract Employees.

Signature: \_\_\_\_\_

Place :  
Date :

