

A-12028/05/2018-Admn.II
Government of India
Ministry of Communications
Department of Telecommunications
(20-Ashoka Road, Sanchar Bhawan, New Delhi)

Dated : 07/08/2018

CIRCULAR

Subject : Engagement of retired Private Secretary (PS)/Personal Assistant(PA) as Consultant in the Department of Telecommunications (DoT) – regarding.

Department of Telecommunications intends to engage 30 (Thirty) Consultants against the vacant posts of Private Secretary (PS)/Personal Assistant(PA) in DoT(HQ) including TEC initially for a period of six months from the date of engagement. Accordingly, applications are invited from retired Government employees residing in Delhi/NCR who fulfil the following eligibility criteria :-

- (i) Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as per 7th CPC) or Personal Assistant (Level 7 of Pay Matrix as per 7th CPC);
- (ii) Must have not exceeded the age of 65 years, as on the last date of receipt of applications;
- (iii) Should be well acquainted with the functioning of Central Government Departments/Ministries and aware of various rules/regulation of Central Government;
- (iv) Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.
- (v) Must have good knowledge of working on computer (MS Office software)/internet.

2. Engagement of Consultants shall be subject to the following terms and conditions:

- a) The retired Government servant himself should apply expressing clearly his willingness for his engagement as consultant stating his suitability for the broad nature of work.
- b) The person must be able to work in MS Word, Power Point and should be proficient in taking dictation in shorthand and its transcription.
- c) The consultant shall not be entitled for any kind of allowances and residential accommodation. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport facilities, staff car and residential accommodation from Central Government pool.
- d) The engagement of the consultant will be purely on Contract basis.
- e) The candidate will be required to sign a non disclosure Undertaking.
- f) The Headquarters of consultant will be at Delhi.



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- g) The Consultant may be attached with the officers of any level and he will have to work independently without any assistance.
- h) The engagement shall be initially for a period of six months, which may be extended subject to the approval of competent authority.
- i) Working hours of Consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and/or called on Saturday/Sunday and other Gazetted Holidays.
- j) The retired official on his engagement as consultant may be allowed "Leave" at the rate of 20 days in each calendar year. To perform outstation duties, TA/DA as per his entitlement before his retirement will be paid.
- k) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to work for whatsoever reasons may be, he will have to give a minimum one month notice to the office. The decision of Secretary(T), Department of Telecommunications shall be the final in all respects.
- l) Remuneration: The consolidated fee/remunerations for the consultants shall be restricted to an amount equal to the difference between the last basic pay (as per 7th CPC) drawn by the retired officer and basic pension(as per 7th CPC), plus dearness allowance on the difference at the rate applicable to Central Government servants from time to time.
- m) Personal Assistants/Private Secretaries, who have retired recently may be given preference.
- n) Department of Telecommunications will shortlist the applications and may prescribe for the shortlisted applicants a proficiency test in shorthand/typing as a criterion for final selection. The decision of the Department in the matter of selection of Consultants shall be final and binding upon the applicants.

3. The persons who fulfil the eligibility criteria as mentioned in para (1) above and are willing to work as Consultant on the terms and conditions mentioned in para (2) above, may submit their applications in the prescribed proforma (enclosed) **latest by 7th September, 2018** to Under Secretary (Admn.II), Department of Telecommunications, Room No. 416, Sanchar Bhawan, 20-Ashoka Road, New Delhi-11001.



(Anil Kumar Singh)

Under Secretary to the Govt. of India

Tel: 23036884

To

1. All Ministries/Departments to the Govt. of India for wide publicity
2. Director (NK) for uploading the Circular on the DoT's website under "Vacancy"
3. E-Office Notice Board

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Application for engagement of Consultants in response to DoT's Circular
No. A-12028/05/2018-Admn.II dated 07/08/18

1. Name of the Applicant :
2. Full address of the Applicant :
(Copy of Aadhar Card to be enclosed)
3. E-mail & Mob. No. of the Applicant :
4. Date of superannuation :
5. Age on the closing date of receipt of application :Years.....Months.....Days
6. Name & full address of the Govt. office :
last served
7. Designation and post held at the time of :
retirement
8. Pay- band with Grade Pay/Pay Level of the post :
held at the time of retirement
9. Pension drawn (as per 7th CPC) :
(copy of PPO to be enclosed)
10. Highest Educational Qualification :
11. Language of Stenography/typing skill :
(Hindi or English or both)
12. Work Experience during last 15 years of :
Retirement



| Sl. No | Period of Work & Post held | Name of the Office where served | Details of work performed during the period |
|--------|----------------------------|---------------------------------|---|
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13. Whether any minor penalty/major penalty was :
imposed during last 15 years of Govt. Service

14. ACR Grading (Good/V. Good/Outstanding) year wise, :
during last 05 years of retirement

15. Certified that :-

- (i) the information furnished above are true to the best of my knowledge.
- (ii) I am willing to work as Consultant in the Department of Telecommunications against the vacant post of PS/PA and I am suitable for the broad nature work of the post.
- (iii) I have gone through and understood the eligibility criteria and the terms and conditions for engagement Consultant in Deptt. of Telecommunications against the vacant post of PS/PA, as contained in DoT's Circular No. A-12028/5/2018-Ad.II dated 07/08/2018; and that I unequivocally and unconditionally accept all these terms & conditions.

Signature of Applicant with Date