F. No. A-12023/01/2017-Admn.II
Government of India
Ministry of Communications
Department of Telecommunications
(20-Ashoka Road, Sanchar Bhawan, New Delhi)
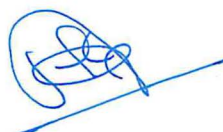
Dated : 15/01/2019

CIRCULAR

Subject :   Engagement of retired Librarian/Assistant Librarian as Consultant in the Department of
                  Telecommunications (DoT) – regarding.

Department of Telecommunications intends to engage 01 (One) Consultant against the vacant post of Assistant Librarian & Information Officer in DoT(HQ), Sanchar Bhawan, New Delhi 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 the Service of Central Government or State Government or University or Autonomous/Statutory Organisation

(ii)   Must be holding a post at the time of retirement in library stream in Level-7 or Level-8 or Level – 9 or Level -10 of Pay Matrix as per 7th CPC;

(iii)   Must be drawing pension after retirement as per 7th CPC;

(iv)   Must have not exceeded the age of 65 years, as on the last date of receipt of applications;

(v)   Must possess a Degree in Library Science or Library & Information Science   from a recognised University or Institute;

(vi)   Must possess two Years' professional experience in a library under Central Government or State Government or Autonomous /Statutory Organisations or PSUs or Universities or recognised research or educational institutions

(vii)   Must have good knowledge of working on computer (MS Office software)/internet;

(viii) Must be well acquainted with functioning of Government Library and aware of various rules/regulation/guidelines/instructions   relating to   operation and management of a Government Library;

(ix)   Must be able to perform jobs generally assigned to a Librarian/Assistant Librarian working in Government Library. He/She will be required to manage day-to-day operation of Departmental Library. He/She will supervise and ensure   efficient performance   of the following jobs:

   a) selection, acquisition, cataloguing, codification, classification, circulation, shelving and storage of News Papers/Magazines/ Books and other library materials;
   b) providing reference materials, bibliographical and readers' advisory services;
   c) providing necessary guidance and training to officials of Library for efficient performance of their assigned work;
   d) organising collection of books, publications, documents, audio visual aids and other reference materials for convenient access;
   e) evaluating library materials to determine outdated or unused items to be discarded;
   f) develop and index databases that provide information for library users;
   g) any other job in connection with improvement of library functioning;

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

a) The retired Government servant himself should apply expressing clearly his willingness for engagement as consultant and suitability for the broad nature of work.

b) The consultant shall not be entitled to 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.

c) The engagement of the consultant will be purely on Contract basis.

d) The candidate will be required to sign a non disclosure Undertaking.

e) The Headquarters of consultant will be at Delhi.

f) The engagement shall be initially for a period of six months, which may be extended subject to the approval of competent authority.

g) 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 he/she may be required to sit late and/or called on Saturday/Sunday and other Gazetted Holidays.

h) 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.

i) 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.

j) 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.

k) Librarian/Assistant Librarian, who have retired recently may be given preference, subject to his/her fulfilment of eligibility conditions.

l) Department of Telecommunications will shortlist the applications and may call for one to one interaction to the shortlisted candidate. 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 05th February, 2019** to Under Secretary (Admn.II), Department of Telecommunications, Room No. 416, Sanchar Bhawan, 20-Ashoka Road, New Delhi-11001.
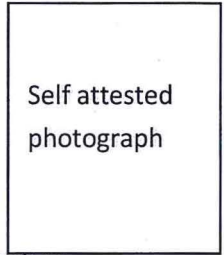
15-1-19

(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

Application for engagement of Consultant in response to DoT's Circular No. A-12023/01/2017-Admn.II dated 15/01/19

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 & 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. Last Pay & Pension drawn (as per 7th CPC) :
   (copy of PPO to be enclosed)

10. Educational Qualification :

    (i)   Degree in Library Science or Library & Information Science : Yes / No
          from a recognised University or Institute
          (Self attested copy to be enclosed)

    (ii) Two Years' professional experience in a library under : Yes / No
          Central Government or State Government or
          Autonomous /Statutory Organisations or
          PSUs or Universities or recognised research
          or educational institutions

11. Work experience during last 15 years before retirement :

Sl. No	Period of Work & Post held	Name of the Office where served	Details of work performed during the period

Self attested photograph

12. Whether any minor penalty/major penalty was   :

    imposed during last 15 years of Govt. Service

13. ACR Grading (Good/V. Good/Outstanding) year wise, :

    during last 05 years of retirement

14. 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 IL&IO and I am suitable for the broad nature of work of the post.

    (iii)   I have gone through and understood the eligibility criteria and the terms and conditions for engagement of Consultant in the Department of Telecommunications against the vacant post of AL&IO, as contained in DoT's Circular No.A-12023/01/2017-Admn.II dated 15.01.2019; and that I unequivocally and unconditionally accept all these terms & conditions.

Signature of Applicant with Date