



Government of India
Ministry of Communications
Department of Telecommunications
Regional Telecommunication Engineering Centre
Santacruz (West), Mumbai - 400 054

-NOTIFICATION-

No.TBBY/ADMIN/Hiring of MTS/211/2021-22/TEC/05 Dated: 08/02/2022

Sub.: Engagement of Consultants in Telecommunication Engineering Centre, WR, Mumbai, Santacruz (W), on short- term contract basis.

1. Telecommunication Engineering Centre, WR, Department of Telecommunications, Mumbai intends to engage consultants on short term contract basis, from among the Retired Government Servants/Retired Officials of BSNL/ MTNL as per the details given below:

Name of the Cadre	Scale of Pay (as per 6 th commission)	Grade Pay	Level as per 7 th CPC	No. of Posts likely to be filled	Places of posting
MTS	PB-1 Rs. 5200-20200	Rs. 1800	Level 1	2	Mumbai

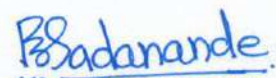
2. The above vacancies are provisional and may vary as per the actual requirements at the time of finalization of the selection.
3. The period of engagement will be initially for a period of six months. Based on the performance and requirements of the service, the contract can be further extended up to a maximum of six terms (six months each) or sixty-five years of age, whichever is earlier.
4. The terms and conditions of the engagement as stipulated in "Guidelines for engaging Consultants in TEC (WR)" given at Annexure-I shall be applicable.

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Further, conditions of DoT OM No.1-50(1)/2018-Estt dated. 10/09/2020 and subsequent circulars, if any, issued in this regard shall also be applicable.

5. The eligibility condition applicable for the above posts are given in **Annexure-II**. Job profile is given in **Annexure-III** and the Application form is given in **Annexure-IV**.
6. The willing and eligible officials may send their duly filled application in the prescribed Proforma (**Annexure-IV**) along with the Declaration (**Annexure-V**) and other required documents by post or submit personally to the Assistant Director General(Admin) O/o DDG(WR), Telecommunication Engineering Centre, DOT, 2nd Floor D Wing, Telecom Admin Building, Juhu Road, Santacruz (West), Mumbai. 400054 on or before **28/02/2022 (last date) 5:00 PM**. Delayed/ Incomplete applications will be rejected summarily.
7. Persons retired under BSNL/MTNL VRS-2019 scheme will not be considered and they need not apply.
8. For more details, visit the website www.tec.gov.in or www.dot.gov.in

Enclosures: Annexure – I, II, III, IV & V


08/02/2022

(R.B. Sadanande)

Assistant Director General (Admin)

TEC (WR), Mumbai

Copy to:-

1. DDG(Pers&Training) TEC Head Quarter, New Delhi
2. DDG(IT) TEC/DOT for publishing on the TEC/DOT Website.

Guidelines for engaging Consultants in TEC (WR) Mumbai

1 OBJECTIVE:

- 1.1 TEC WR Mumbai is engaged in Testing, Certification and other technical works like conducting Seminars, Symposiums etc. and intends to engage MTS for day to day office works of providing assistance to Officers and other computer and accounts related works.
- 1.2 TEC, WR, Mumbai seeks to engage retired Central/State Government Servants/ Retired officials of BSNL/MTNL as consultants on short term contract basis. Persons retired under BSNL/MTNL VRS-2019 scheme will not be considered. So, they need not apply.

2 TERMS AND CONDITIONS OF ENGAGEMENT:

- 2.1 The terms and conditions for hiring of services of the consultants will be governed by DoT OM No.1-50(1)/2018-Estt dated. 10/09/2020 and other circulars/ orders issued by the Government from time to time and the terms and conditions mentioned in this guideline. The important conditions mentioned in DOTOM No.1-50(1)/2018-Esttdated. 10/09/2020 are as under:
 - 2.1.1 The retired person(s) shall be appointed/ engaged on as short term contract basis initially for a period of six months. Based on his/her performance and requirement of his/her services, the contract can be further extended upto a maximum of six terms (six months each) or sixty five years of age whichever is earlier. The assessment of DDG (WR), TEC, Mumbai shall be final in his regard.
 - 2.1.2 Candidates should not be more than sixty-four years of age on the date of his/her engagement.
 - 2.1.3 Computer literacy is necessary.
 - 2.1.4 The engagement of retired personnel in short term contract basis can be terminated by either of the party with prior notice of 30 days.

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3 ELIGIBILITY:

- 3.1 The retired Central/ State Government Servants and retired officials of BSNL/ MTNL, are eligible to apply. Persons retired under BSNL/MTNL VRS-2019 scheme will not be considered. So, they need not apply.
- 3.2 At the time of retirement, the applicant should have held on regular basis the post which is equivalent to MTS.
- 3.3 TEC WR Mumbai may specify other special eligibility criteria and work experience as per the requirement and in the interest of the service.
- 3.4 Candidate should not be more than 64 years of age on the date of his/her engagement.

4 DURATION OF ENGAGEMENT:

- 4.1 The retired person(s) shall be appointed engaged on a short term contract basis, initially for a period of six months.
- 4.2 Based on his/her performance and requirement of his/her service, the contract can be further extended up to a maximum of six terms (six months each) or sixty five years of age, whichever is earlier.

5 FEE/REMUNERATION:

- 5.1 The consolidated fee remuneration payable to retired person(s), engaged as consultant on short term contract basis shall be governed by Department of Expenditure, Ministry of Finance O.M. No.3-25/2020-E.IIIA dated 09.12.2020 [endorsed by Department of Telecommunication vide No. 1-3(01)/2021-PATdated08.02.2021]and other circular/orders, if any, issued by the Government from time to time.
- 5.2 As per above DoE OM, 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. For BSNL/MTNL retired employees, the calculation of last pay drawn would be done on equivalent basis to CDA scale as applicable.

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- 5.3 There will be no annual increment/ percentage increase during the contract period.
- 5.4 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.

6 ALLOWANCES:

- 6.1 Accommodation/ HRA: No accommodation or HRA will be provided by the department.
- 6.2 Transportation 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. No Dearness Allowance shall be admissible on the Transportation Allowance.
- 6.3 TA/DA: No. TA/DA is admissible for joining the assignment or on its completion. The retired employees engaged as consultants may be allowed TA/DA on official Tour, if any, as per his/her entitlement at the time of retirement.
- 6.4 Leave: Paid leaves of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year shall not be allowed.

7 HOW TO APPLY:

- 7.1 Interested and eligible candidates must submit duly filled application form (Annexure-IV) along with declaration (Annexure-V) to ADG (Admin) O/o DDG(WR), TEC, WR, DoT, 2nd Floor, D Wing, Telecom Admin Building, Juhu Road, Santacruz (West), Mumbai-400054 in response to the advertisement/notification from the TEC WR Mumbai within the stipulated time period.

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8 SELECTION:

- 8.1 After the preliminary scrutiny regarding the eligibility, the applications of shortlisted candidates will be placed before the selection committee.
- 8.2 A Three-member Selection Committee would be formed to go through the applications received and draw a panel for the cadre.
- 8.3 The Selection Committee may conduct personal or telephonic interview, if required. No TA /DA shall be paid to the candidates for attending the personal interview.
- 8.4 Depending upon the number of applications received, Selection Committee may shortlist the best candidates as per the required number of vacancies to be filled during the particular period. The committee may also decide the suitability criteria, screening methodology, size of empanelled list, etc. on case to case basis.

9 PLACEMENT:

- 9.1 The consultant would be attached with TEC WR, Mumbai and DDG WR TEC Mumbai may further attach the consultant with one of the subordinate officers for reporting and work assignments.
- 9.2 The attendance record and the details of work supervision shall be maintained by TEC WR, Mumbai. The work of consultant will also be monitored through periodical interactions by the assigned controlling Officer.

10 CODE OF CONDUCT:

- 10.1 The Consultants engaged by the TEC WR Mumbai shall observe the Code of Conduct, which shall include but will not be limited to the following:
 - 10.1.1 The Consultants shall follow the rules and regulations of the organization.
 - 10.1.2 The consultants will carry out day to day works as assigned to them.

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- 10.1.3 The Consultants shall not reveal to any person or organization confidential information retaining to the organization, its work and its policies.
- 10.1.4 Consultants will follow the advice given to them by the TEC WR Mumbai regarding representations to third parties.
- 10.1.5 No consultants will interact with or represent the TEC WR Mumbai to any type of the media, (print and/ or electronic) including social media like Facebook, Twitter handles etc.
- 10.1.6 Consultants will conduct themselves professionally in the relationship with the TEC WR Mumbai and public in general.
- 10.1.7 It may be strictly observed that the conduct of the Consultants should be good at all time.
- 10.1.8 Any work done for TEC WR Mumbai by the consultants during the period of their engagement will be the sole property of the TEC and TEC reserves the right to use any such work for its own purpose. The Consultant is barred from claiming intellectual property rights on the work done in TEC WR Mumbai during their engagement with TEC WR Mumbai.

11 TERMINATION OF SERVICES:

- 11.1 The TEC WR Mumbai reserves the right to terminate services of any Consultants at any point of the time, without assigning any reason, with 30 days prior notice.
- 11.2 If the consultant decides to disengage from TEC WR Mumbai, he/she should provide 30 days prior notice.
- 11.3 At the time of relieving, the Consultant must hand over to the TEC WR Mumbai any papers, equipments or other assets which might have been given to him/her by the TEC WR Mumbai in course office work with TEC WR Mumbai. This will include any badges or ID cards which may have been issued to the consultant.

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- 11.4 If it comes to the notice of the TEC WR Mumbai that the consultant who has been terminated/disengaged by the TEC WR Mumbai continues to act in a manner which gives an impression that he is still engaged for the TEC WR Mumbai then TEC WR Mumbai shall be free to take appropriate legal action against such person.

12 PERIODICITY AND NUMBER OF ENGAGEMENT:

- 12.1 Engagement of Consultants will be done as per the requirement of the organization.
- 12.2 TEC WR Mumbai will engage the services of the consultants after assessing the requirement as per provisions to the extant rules and the requirement of TEC WR Mumbai.

13 SCHEME REVIEW:

- 13.1 TEC WR Mumbai reserves the right to review the guidelines at anytime. The guidelines so reviewed will be placed in the public domain, preferably through the website of TEC. However, decision of TEC WR Mumbai will be final in this regard.

14 POWER TO REMOVE DIFFICULTIES:

- 14.1 Head of TEC WR Mumbai or his appointed nominated representatives shall have the power to remove any difficulty in the way of implementation of these guidelines.

P.S.

ELIGIBILITY CONDITIONS

1. MTS

- A. Officers/ Official who has worked under Central/ State Government or BSNL/ MTNL and at the time of retirement was
i) holding analogous post of MTS in CDA scale as revised from time to time.

OR

- ii) holding analogous post of MTS in IDA scale as revised from time to time.

B. Desirable experience:

- i) Working experience of two or more years in the respective post.
ii) Working knowledge of computer and utility software, Ms Office (Word, Excel, PPT, etc.).

PS.

JOB PROFILE IN TEC WR Mumbai

A) Job Profile of MTS:

1. Day-to-day office work
2. Assisting to the Officers of TEC WR Mumbai in discharging their day to day work
3. Computer and file related work
4. Any other office work assigned from time to time by DDG TEC WR Mumbai or assigned controlling officer.

PS.

Annexure – IV**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN REGIONAL
TELECOMMUNICATION ENGINEERING CENTRE, WR, MUMBAI**

Affix latest
Passport size
photograph
(self-attested)

1. Name of the post applied for : MTS

2. Name of the applicant :

3. Residential address, email, contact no. :

4. Date of Birth (dd/mm/yyyy) :

5. Date of retirement (dd/mm/yyyy) :

6. Retirement details:

I. Name and address of Office/
Organisation from which retired :

II. Post held on regular basis :

III. Date from which post was held :

IV. Last basic pay/ pay scale :

V. Present pension details (pay, DA.
Scale of pay and total drawn per
month) :

7. Educational qualifications and work experience:

Qualification	SL.	Qualification/ Experience required	Qualification/ Experience possessed by the officer
Essential	1	Pay scale of the post	
	2	Educational qualification	
Desirable	1	Work experience.	
	2	Computer literacy	
Any other			

8. List of Documents/ Certificates attached:

- I. Proof of last pay scale and Pay drawn(Required) : (Yes / No)
- II. Proof of Last Post held (Required) : (Yes / No)
- III. Proof of educational qualification (Required) : (Yes / No)
- IV. Retirement documents certificate (Required) : (Yes / No)
- V. Pension document if applicable (Required) : (Yes / No)
- VI. Brief bio data with work experience details (Optional) : (Yes / No)
- VII. Any Government issued Identity/Address Proof Document (Required) : (Yes/No)
- VIII. Any other document, if any (Optional) : (Yes / No)

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9. Details of the employment in chronological order (Attach separate duly authenticated by your signature sheet, if required) for last 10 years.

Sl. No.	Name of office organization where employed.	Post held.	From	To	Scale of pay/ pay bandwith grade pay.	Nature of duties performed.
Please use separate sheets.						

10. Nature of past employment i.e. whether Permanent, temporary, adhoc or quasi Permanent. :

11. In case do presently employed after retirement please state

- a) Date of initial appointment :
- b) The period of appointment :
- c) Name of the parent office/ organization :
- d) Type of appointment regular/ contract :

12. Name, designation and contact detail of the past Controlling Officer(s) during last 05 years of Service:

S.No.	Name of Officer	Designation	Contact Details (if available) (Mobile No.)	Remarks, if Any

13. Additional information, if any, which may support your suitability for the Post. :

14. Remarks, if any. :

Date:

Signature of the applicant
Mobile no.:
Email:

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DECLARATION

I, <Write Full Name of the Applicant here> hereby declare that my engagement as Consultant in Telecommunications Engineering Centre, WR, Department of Communications, Government of India, Mumbai is purely on short term contract basis.

II. I shall not have any right to claim for seniority or regular service in the Government/TEC on the basis of the service rendered by me as a consultant in TEC.

III. I am not entitled for any other entitlement in Department of Telecommunications or Telecommunications Engineering Centre, WR, Mumbai expect consolidated lump sum payment admissible as per rule and therefore will not resort to lay any claim for the same.

Place:

Date:

Signature of the applicant

P.S.