



दूरसंचार विभाग
दूरसंचार अभियांत्रिकी केंद्र
खुर्शीद लाल भवन, जनपथ, नई दिल्ली -110001

Department of Telecommunications
Telecommunication Engineering Centre
K. L. Bhawan, Janpath, New Delhi-110001

No. 4-9/2024-CA/TEC (Part-1)

Dated: 09.12.2024

NOTIFICATION

Subject: Creation of a Resource pool of Mentors for mentorship Program of Designated Domestic Conformity Assessment Bodies (CABs)-reg.

Telecommunication Engineering Centre (TEC), Department of Telecommunication, Ministry of Communications proposes to Create of a Resource pool of Mentors for mentorship Program of Designated Domestic Conformity Assessment Bodies (CABs) on purely voluntary basis.

2. Applications are invited from retired government servants, retired officers of PSUs, Academia's or Research organizations having expertise in Telecommunication/ICT sector with adequate computer knowledge, technical background as a Mentor, who can volunteer on a regular basis in one or more such labs and help the laboratory personnel's (Mentees) to experience, learn and practice future skills, computational thinking, critical thinking, and applying what they have learned to in a more hands-on setting.
3. The details of terms of reference (TOR) of empanelment are given below. The O/o. Advisor/Sr. DDG, TEC reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
4. Application form for empanelment of Mentors on voluntary basis is enclosed herewith as Annexure-A. It will an open-ended process, applications received in a quarter will be processed simultaneously.

Sl. No.	Terms and conditions	Details
1	Nature of Engagement as a Mentor	Mentors are expected to be enablers rather than instructors. Possible areas of contribution could be, but not limited to: a) Technical Knowhow: Related to testing in the field of new/emerging technologies

		<p>b) Inspirational: leadership and self-motivation</p> <p>c) Business and Entrepreneurship: encouraging ideas and team building.</p>
2	Proposed Roles and Responsibilities of Mentor	<p>The Primary responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> (i) Conduct an intensive Quality Management System (QMS) implementation training program on-site at the assigned laboratory. ii) Train and mentor laboratory quality managers and laboratory staff on quality management practices and quality system implementation. iii) Find out the gaps, analyze the gaps and develop the corrective action plans for each mentored laboratory. iv) Visit each assigned facility regularly to mentor and monitor the implementation of the corrective action plans, progress toward accreditation/designation, testing and collect project evaluation data. v) Provide technical assistance in areas of need,as arises time to time to the mentee laboratory. vi) Provide documents, templates, guidance, and other project support to laboratory staff to implement activities. vii) Guide the mentee in areas of laboratory management and design, discipline, scheduling, testing, and reporting. viii) Promote self-reflection and self-analysis by the mentee ix) Assist mentee in setting goals; x) Develop a trustworthy, open, supportive, one-on-one relationship with the mentee, offering non-judgmental supportive listening xi) Communicate well and provide constructive criticism to assist mentee; xii) Maintain confidentiality and professionalism; xiii) The mentor should provide assessment and constructive feedback, and document the Mentee's progress and performance. xiv) Develop and implement lab improvement plans based on best practices and feedback from staff, customers, quality indicators, and external assessment. xv) Monitor testing to ensure SOPs are followed and tests are performed and reported properly and promptly.

		xvi) Communicate to upper management regarding personnel, facility, and operational needs.
3.	Period of empanelment	The empanelment of Mentor is primarily of volunteer in Nature. This is not limited by any period. The mentor once empaneled can continue as a Mentor till he desires. However, TEC reserves the right to terminate the empanelment of any mentor at any point of time without assigning any justification.
4.	Eligibility Criteria	<p>i) Retired from CDA or equivalent scale with Minimum substantive grade of Level 8 of the 7th CPC or equivalent IDA Scale or holding analogous post of Assistant Director/SDEs or above on regular basis.</p> <p>ii) Bachelor Degree in Science (with Physics and/or Mathematics) or B.E./B. Tech or equivalent in any one discipline among Communication/ Electronics/Computer/Radio/IT/ Instrumentation/ Electrical Engineering or M.Sc. (Electronics/Computer/IT/Physics) or equivalent from recognised University.</p>
5.	Computer Literacy	Knowledge of MS Word, MS Excel, Power Point will be given due weightage while shortlisting the candidate.
6.	Remuneration	<p>1. The Mentor-Mentee relationship of Expert and the lab purely is of voluntary in nature. TEC will prepare a panel of Mentors from interested suitable Government officers/experts in the Telecommunication/ICT sector.</p> <p>2. Mentor or Mentee (lab) can enter Mentor-Mentee relationship on its own. TEC will not have any role in the selection of a particular mentor or a particular lab. This relationship is purely of voluntary in nature and commercial obligations, if any, has to be decided by the Mentor and the Mentee (lab) on mutual agreed terms and conditions.</p>
7.	Age limit	The applicant shall not be more than 65 years of age on the date of submission of application
8.	Terms and Conditions of Empanelment	i) The selected mentors are expected to provide mentorship within the outlined areas in the Proposed Areas of Mentorship section and adhere to the responsibilities mentioned in the Proposed Roles and Responsibilities section.

		<p>ii) Selected mentors and the Mentee (the lab) will work on voluntary basis as per mutually agreed terms and conditions. TEC will not have any role/liability in this Mentor-Mentee relationship.</p> <p>iii) Both Mentor and Mentee shall fully indemnify TEC from and against all liabilities, damages, claims, costs, and expenses incurred or sustained by TEC as a result of any action taken or omitted by TEC of Mentor-Mentee relationship of the Expert and the lab not only during the period of engagement but thereafter too.</p> <p>iv) TEC reserves the right to select the mentors through a screening and selection process approved by Head of TEC. All decisions regarding mentor selection by the TEC will be final and binding. TEC will not be responsible for the conduct/behaviour of the selected mentors during the period of their engagement as a Resource pool of expert with TEC.</p> <p>v) An expert cannot become a Mentor for not more than 04 labs at a time.</p> <p>vi) As this Mentorship Program is a voluntary program and under no circumstances Mentors are allowed to use TEC logo for any purposes. Any mentor found doing so will be removed from the program immediately by TEC.</p> <p>vii)The selected mentors will be requested to spread awareness about the program and provide regular feedback to TEC to increase the impact of the program.</p> <p>viii) TEC will provide the information about the Mentorship Scheme on TEC website and will also publish the list of empaneled Mentors on its website.</p> <p>ix) The selected mentors must maintain confidentiality about the Laboratory personal details, Lab's projects/testing/innovations and the intellectual property created out of this interaction, if any belongs to the laboratory only.</p> <p>x) TEC reserves the right to terminate the empanelment of any mentor at any point of time without any justification.</p> <p>xi) Mentorship guidelines, including Terms of</p>
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		Engagement, are subject to periodic review in consultation with concerned stakeholders, and may be modified in future.
9.	Selection Procedure	A selection committee shall be constituted for this purpose. The panel after scrutiny of applications/supporting documents may have physical/online interview for selection of Mentors. The decision of TEC in the matter of selection of Mentors shall be final and binding upon the applicants. The empaneled list will be informed to the selected applicants and published on TEC Website.
10	How to apply	The interested applicants can submit their application as per enclosed format named as Annexure-A and send to DDG (CA) TEC, Khurshid Lal Bhawan, Janpath New Delhi-110 001.
11	Termination of empanelment	As the empanelment of Mentors is voluntary in nature. So, mentor once empaneled can continue to be a Mentor till he desires. However, TEC reserves the right to terminate the empanelment of any mentor at any point of time without assigning any justification.
12	Last date of submission of Application	It will be an open-ended process. The applications received in a quarter will be processed simultaneously.

5. This is issued with the approval of Sr. DDG, TEC.

Encl: Annexure-A

(Sanjeev Kumar Arya)
Director (CA), TEC

Copy to:

1. Sr. DDG, TEC for kind information please.
2. DDG (CA), TEC for information please.
3. DDG (IT)/AD (IT), TEC for uploading on TEC Website
4. Office copy.

Annexure-A**APPLICATION FORMAT FOR EMPANELMENT OF MENTORS**

Recent PP size Photograph {Self attested}

1	NAME					
2	PRESENT RESIDENTIAL ADDRESS					
3.	PERMANENT RESIDENTIAL ADDRESS					
4	DATE OF BIRTH					
	MOBILE/CONTACT NO.					
6.	E-MAIL					
7	DATE OF ENTRY IN GOVT. SERVICE					
8	DATE OF RETIREMENT					
9	EDUCATIONAL QUALIFICATIONS (Please attach documents in support of educational Qualifications)					
10	LAST PAY DRAWN, SCALE AND BASIC PENSION (Copy of PPO to be enclosed)					
11	BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED DURING LAST 10 YEARS PRIOR TO RETIREMENT (Starting from Last appointment) (Please use separate sheet, if required)					
	Sl. No.	Name of Ministry/Department/ Organization	PERIOD (MM/YY) From To		Post Held	Nature of work
12	Knowledge of computers (Please tick)					
	MS Word					
	MS Excel					
	MS Access					
	Power Point Presentation					

13	Information in support of your suitability for empanelment as Mentor in not more than one page <i>(A separate page can be annexed to the application)</i>	
14	Remarks, if any	
15	A Declaration 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 beliefs. The supporting documents as and when sought, would be made available on demand.	

Place: _____

Date: _____

Signature _____

Name: _____