

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 11th April, 2022.

**OFFICE MEMORANDUM**

**Subject:- Engagement of 17 (Seventeen) Retired/Retiring Shortly (within 2 months) Government Employees in Department of Telecommunications on short-term contract basis - regarding.**

The undersigned is directed to circulate the Circular No. 30-08/2022-Admn.I dated 07.04.2022 (along with enclosures) received from M/o Communications, D/o Telecommunications regarding engagement of 17 (Seventeen) Retired/Retiring shortly (within 2 months) Government Employees in Department of Telecommunications on short-term contract basis. The **last date of receipt of application is 26.04.2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

  
(R.Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)



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

Terms and Conditions for Engagement of Retired/shortly retiring on or before 30th April, 2022 Government Employees on Contract Basis (Contract Employees) against the vacant posts of Assistant Section Officers/Section Officers

**1. Eligibility and Job Description:**

1.1. The candidate should have retired/ going to retire on or before 30th April, 2022 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 on or before 30th April, 2022 from the post of Section Officer/ Assistant Section Officer or equivalent, are eligible for engagement on contract basis.

1.3. The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

1.4. The candidate should have sound knowledge of noting/drafting and experience in handling Establishment matters, General Administration, Framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament questions and related matters, RTI, Procurement matters, examination of financial proposals, Grant-in-aid, framing of policy etc.

**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 contract appointee, but it shall not be extended beyond 65 years of age.

2.2. The engagement of Contract Employees would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any 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 **26.04.2022**.

**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.

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/- (for Govt. servants retired/retiring at Level-9 and above)/ Rs. 3600/- (for Govt. servants retired/retiring at Level 6 to 8) shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. 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.

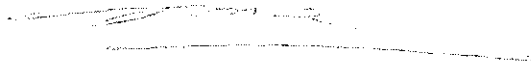
5.3. **TA/DA:** No TA/DA is admissible for joining the assignment or on its completion. The Contract Employee will be allowed TA/DA on official tours, if any, as per his/her entitlement at the time of retirement.

- 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. **Working facilities to be provided:**  
9.1. Only the basic facilities/infrastructure will be provided to the Contract Employees. No transport or telephone/Internet facility at residence etc. shall be provided.
10. **Working hours:**  
10.1. Working Hours shall normally be from 9:00 AM to 5:30 PM during working days including half an hour lunch break 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.
11. **Tax deduction at Source:**  
11.1. 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.
12. **Confidentiality of data and documents:**  
12.1. 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.  
12.2. 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.  
12.3. 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.  
12.4. The Contract Employees will sign **an agreement of confidentiality** with the Government of India that will contain a clause on Ethics and Integrity.  
12.5. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for this Department, shall remain with this Department.
13. **Conflict of Interest:**  
13.1. 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 or in conflict with the interests of this Department or the Government of India. No Contract Employee would be permitted to take up any other assignment during the period of engagement.
14. **Termination of service:**  
14.1. The services of the 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.
15. **Accident, Injury, etc. during the period of engagement:**

15.1. 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.

**16. Rights of Department of Telecommunications:**

16.1. 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 Secretary, Department of Telecommunications shall be final in all respects.



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

Recent passport  
size photograph

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.	Whether SC/ST/OBC	
9.	Age as on date	
10.	Whether having Benchmark Disability	
11.	Date of Retirement and the post from which retired (Please enclose copy of retirement order)	
12.	Name of the Ministry/ Department from which retired	
13.	Last pay Drawn (Please enclose copy)	
14.	Education/Technical Qualifications	
15.	P.P.O No. (Please enclose copy)	
16.	Details of Computer Knowledge	
17.	Copy of last 5 years APARs or available APARs copy	
18.	Brief particulars of experience (A separate sheet may be annexed)	Please provide information in the format below

Note: Those who are not yet retired and retiring on or before 30.04.2022, may not submit copies of Retirement Order, LPC or PPO, if not issued by their Offices.

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

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 :