

### VACANCY CIRCULAR

**Subject: Engagement of Retired Officer Govt. Officers as Senior Consultant  
/ Consultant in Centre for Development of Telematics (C-DOT) – Reg.**

1. Centre for Development of Telematics (C-DOT), an autonomous R&D Telecom Technology Centre under Department of Telecom, Ministry of Communication & IT, invites applications from Retired Officers for engagement as Senior Consultant/Consultant in C-DOT, Delhi for the following functional areas.

S. no.	Post Code	Positions	Group	Skill Set	Functions
(i)	Cons/2022/01	Senior Consultant/Consultant –  1 No.	CAP	<ul style="list-style-type: none"> <li>• Expertise in documentations related to National Level Project viz DPR, its analysis, SOPs, SR Documents, MoUs, Qualitative Requirements etc</li> <li>• Knowledge of disaster Management framework in the country</li> <li>• Experience of working with Ministries/ Govt. departments</li> <li>• Knowledge of International best practices in disaster Management</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic &amp; Business plan formulation budgeting, cash-flow, project audit, parliamentary affairs, institution building through strengthening HR, Legal &amp; business process automation using MIS/IT &amp; ERP.</li> <li>• Strengthening interface with government institutions e.g. Department of Telecom, MietY, research &amp; academic institutions, Niti Aayog, ministry of finance, etc. to effectively represent C-DOT across government institutions and statutory bodies e.g. C &amp; AG, standing committees of parliament, etc.</li> <li>• Any other mission critical activity, assigned by the Executive Director.</li> </ul>
(ii)	Cons/2022/02	Senior. Consultant/Consultant-  1 No.	Network Security	<ul style="list-style-type: none"> <li>• Good knowledge and experience of working on IPFIX, DPI, Cyber-attacks, Threat Intelligence, network and security related protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing the R&amp;D Activities of a national cybersecurity project with in-depth technical knowledge.</li> <li>• Design, develop, plan and roll out security projects at</li> </ul>

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				<ul style="list-style-type: none"> <li>• Good experience in designing large-scale Big-Data Platform for real-time security analytics of IPFIX traffic, distributed storage and search engine, application acceleration techniques.</li> <li>• Knowledge and experience of large-scale field deployment of national-scale projects.</li> <li>• Knowledge of infrastructure available at ISP gateways.</li> <li>• Experience in designing high-capacity, large-scale Pan-India secured Networks.</li> <li>• Experience in designing and setting up high-capacity Data-Centre networks/NOC/SOC, disaster recovery.</li> </ul>	<p>national scale.</p> <ul style="list-style-type: none"> <li>• Setting up a large Data-centre/NOC/SOC.</li> <li>• Coordination with external agencies like DOT/security agencies/ISPs/TSPs for Project-related activities.</li> </ul>
(iii)	Cons/2022/03	Senior. Consultant/Consultant-1 No.	Purchase	<ul style="list-style-type: none"> <li>• Good knowledge and experience of working in Government Procurement department with expertise in GFR rules and latest procurement policies of the Government.</li> <li>• Experience of working on GeM portal, CPP portal and e-procurement processes.</li> <li>• Knowledge and experience of having handled large value Capital and Service tenders and works</li> </ul>	<ul style="list-style-type: none"> <li>• Executing Capital and service tenders on GeM / CPP etc. <ul style="list-style-type: none"> <li>• Drafting Purchase related terms and conditions for tenders</li> <li>• Advising and proposing processes to align GFR rules with C-DOT Purchase procedures.</li> <li>• Suggesting improvements in C-DOT purchase procedures keeping in view latest policies and processes with regard</li> </ul> </li> </ul>

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					<p>to public procurement</p> <ul style="list-style-type: none"> <li>• Resolution of issues related to tenders and other procurements in co-ordination with GeM authorities</li> <li>• Interfacing with Department of Telecommunications for GTE approval and other agencies like DPIIT.</li> </ul>
(iv)	Cons/2022/04	Senior. Consultant/Consultant –  1 No.	Legal	<ul style="list-style-type: none"> <li>• Applicant should be an Indian National.</li> <li>• Post Graduate Degree in Law from a recognized university in India or abroad preferable.</li> <li>• Extra credit will be given for specialized domain knowledge/evidence of Corporate laws preferably in Company Law, Taxation, Company Secretariat, human resources.</li> <li>• Experience in Corporate consultancy of about 10 years or more.</li> <li>• Proficiency in written communication.</li> <li>• Previous experience in handling mergers and acquisitions, takeover and amalgamations.</li> <li>• Previous work experience in reputed</li> </ul>	<ul style="list-style-type: none"> <li>• The Consultant will be required to work as a legal expert in Corporate laws, International Law, Human Resource policy matters, overall Policy Planning and Research for the organization.</li> <li>• His/Her duties will entail regular monitoring of work and agreements specific to organization and providing knowledge-based inputs for the same.</li> <li>• He/ She will be required to advise on matters involving interest of the organization and also advise on issues involving international arbitrations and negotiations.</li> <li>• The Consultant will also carry out original research on specific thematic issues such as HR policies, corporate issues of the organization, employee related issues and their welfare policies, Humanitarian Law, as and when case arises.</li> </ul>

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				<p>think-tanks/media house/universities in corporate sphere.</p> <p>Ability and proficiency in drafting documents involving high stakes.</p>	<ul style="list-style-type: none"> <li>• He/She will be required to summarize and analyze published material in the area assigned to him/her, as it appears in media or academic journals.</li> <li>• From time to time, he/she may also be asked to undertake research on specific corporate policy related issue. He/She may also be tasked with research assistance in inter-agency matters concerned with other Divisions of the Ministry.</li> <li>• He/she may be required to prepare documents involving tenders and contracts on national as well as international level.</li> <li>• The Consultant would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the period of Consultancy.</li> <li>• Any other responsibility given by the Head of the Organization.</li> </ul>
(v)	Cons/2022/05	Senior. Consultant/Consultant – 1 No.	P&HR	<ul style="list-style-type: none"> <li>• The post of Sr. Consultant/ Consultant (Personnel &amp; Human Resource Development) requires a candidate to be well versed with HR policies and practices. Knowledge of rules relating to Performance Management System.</li> </ul>	<ul style="list-style-type: none"> <li>• To do Research, preparation &amp; proposing amendments in the existing policies for organization improvement and its employees.</li> <li>• Provide guidance on framing of Grade Promotion Policies for the Centre.</li> <li>• Providing guidance on</li> </ul>

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				<ul style="list-style-type: none"> <li>• Retired from Central / state Government Service / PSU/ Autonomous institution at the level of Director or above / GM / Head of department, etc. in the Pay-level 13A or 14th and above of 7th CPC pay matrix of central government or equivalent as applicable in PSU / autonomous institutions / state service, etc.</li> <li>• Knowledge of DOPT rules, Promotion rules, government norms on reservation policy. Good drafting, presentation, inter-personal communication &amp; managerial skills. Good liaison experience with campuses for recruitment, HR consulting companies and manpower outsourcing vendors, etc. Good working knowledge of ERP practices.</li> <li>• The applicant should be an MBA(HR/OB) from a reputed institution.</li> </ul>	<p>Recruitment of regular and contractual manpower.</p> <ul style="list-style-type: none"> <li>• Assistance on handling Grievance/disciplinary related matters and redressal.</li> <li>• Providing support in ERP implementation of HR functions &amp; practices.</li> <li>• Co-ordination &amp; implementation of people CMMI/ RTIs &amp; Audits.</li> </ul>

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(vi)	Cons/2022/06	Consultant  1 No.	4G/5G	<ul style="list-style-type: none"> <li>• Good domain knowledge of 4G and 5G Core and RAN technologies.</li> <li>• Shall have experience of working on large scale software projects as technical leads in projects involving large database oriented applications, protocol software, Internet Protocol based applications development</li> <li>• Good theoretical and practical knowledge for Cloud technologies, Containers, Virtual Machines, VNFs etc.</li> <li>• Shall have good knowledge of networking concepts</li> <li>• Should have experience in developing secure software systems based upon industry specifications</li> <li>• Should have experience in using cybersecurity</li> <li>• Should have experience in using open source technology</li> <li>• Should have good knowledge of CI/CD</li> </ul>	<ul style="list-style-type: none"> <li>• Interfacing with teams working on 4G and 5G solution</li> <li>• Understanding present solution, identification of hardware and software requirements for implementation or procurement, assisting in the procurement processes</li> <li>• Guiding teams and necessary coordination with different stakeholders on subjects such as customer requirements understanding, implementation involving development and testing, automation of testing and taking the solution to field.</li> <li>• Coordination with other Government and Private partners in the 4G/5G solutions for the timely delivery to the customer</li> <li>• Assisting C-DOT Project team in the overall Project coordination for all the related activities as considered needed by the Project Head.</li> </ul>

**2. The engagement of Senior Consultant/Consultant shall be subject to the following Conditions:**

- (a) The Sr.Consultant/Consultant shall be appointed on a short-term contract basis initially for a period of 6 months. Based on his/her performance and requirement of his/her services, the contract can be further extended up to a maximum of three Terms (6 months each) or 62 years of age whichever is earlier.. The upper age limit must not exceed 64 years.
- (b) The applicant must be adept in use of office automation tools e.g. MS Word, Power point, Excel, etc. and proficient in noting, drafting and examining proposals.
- (c) The engagement of the Consultant will be purely on Contract basis.
- (d) The Consultant will be required to sign a non-disclosure undertaking.
- (e) Working hours shall normally be from 8.30 am to 5.00 p.m. including half an hour lunch break in between. However, in exigencies of work, s/he may be required to stay beyond office hours and may also be called upon on Saturday/Sunday and other Gazetted holidays.

- (f) The retired official on his /her engagement as consultant may be allowed leave at the rate of two and half days for each month. To perform outstation duties, TA/DA as per his entitlement before his retirement will be paid.
- (g) The services of consultant can be terminated at any time without assigning any reason whatsoever. However, if the consultant is not willing to continue for whatsoever reasons may be, s/he may give minimum one month's notice to the office. The decision of Executive Director, C-DOT shall be the final in all respects.

### 3. Remuneration:

- (a) The remunerations/salary of the retired Government officers appointed as consultant shall be **Last Pay drawn (consolidated) plus DA** at rate prevailing on the date of appointment as consultant **less Pension (if any)**. In addition to consolidated remunerations, the consultant **shall not be paid any other allowances**.
  - (b) Remunerations / salary will be consolidated and all inclusive. The consultant will not be entitled for any other kind of allowances, residential accommodation and vehicle allowances. The medical facility shall be provided as per C-DOT policy, if not member of CGHS or availing similar facility available post retirement from the parent organization from where superannuated.
  - (c) The Income Tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which C-DOT will issue TDS certificate.
4. The persons fulfilling the eligibility criteria and are willing to offer their services as Senior Consultant/Consultant, may apply addressing applications to Head (P&HR) within 21 days from the date of notification of advertisement





