

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	Functions
(i)	Cons/2023/01	Senior Consultant/Consultant – 1 No.	Business Promotion	<ul style="list-style-type: none">Strengthening interface with government institutions e.g., Department of Telecom, MietY, research & academic institutions, Niti Aayog, ministry of Railways, etc. to effectively represent C-DOT across government institutions and statutory bodies e.g. C & AG, standing committees of parliament, etc.Any other mission critical activity, assigned by CEO C-DOT.

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

- 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 64 years of age whichever is earlier..
- 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.
- The engagement of the Consultant will be purely on Short Term contract basis.
- The Consultant will be required to sign a non-disclosure undertaking.
- 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, he/she may be required to stay beyond office hours and may also be called upon on Saturday/Sunday and other Gazetted holidays, as per the need.

- (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) **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.