

VACANCY CIRCULAR**Subject: Engagement of Retired Govt. Officers as Senior Consultants 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 application from retired Government officers for engagement as Senior Consultants in C-DOT, Bengaluru for the following functional areas.

| S.n o. | Post Code | Designation | No. of post | Job Responsibilities |
|-------------------|----------------------|---|----------------------------|---|
| a) | Cons-blr /2022/01 | Senior Consultant – Campus Group | 01 | <ul style="list-style-type: none"> • Creating architectural drawings and schematic designs using computer software, such as AutoCAD or any other tool • Preparing cost estimates for projects to determine project feasibility, budget needs, and prices of materials • Developing specifications for materials used in construction projects based on research into available materials • Reviewing plans for structural soundness and ensuring compliance with Govt. rules and regulations • Coordinating with contractors and subcontractors to ensure that construction meets specifications and deadlines • Monitoring construction progress to ensure safety and quality workmanship • Periodical visit to all buildings and suggest suitable precautionary measures wr.t. civil related areas • Assisting in the design of lab set-up plans or modification of |

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|-----------|-----------|-------------|-------------------|---|
| | | | | <p>any building plans</p> <ul style="list-style-type: none"> • Overseeing all project stages from preliminary layouts to final engineering designs. • Surveying new construction sites and assessing existing structures for upgrades. • Control and monitor design changes and design budget deviation • Experienced in preparation of reports for feasibility, master plan, concept studies of major projects - have good technical knowledge of infrastructure projects and advise aspects of other disciplines that may impact on civil engineering issues • Any other civil related activities that may be assigned from time to time |

2. The applicant should fulfill the following eligibility conditions:

Project Consultant: Campus Group [Cons-blr/2022/01]

- a) BE/BTech in Civil Engineering with rich experience in Govt. organisation/ PSU / Autonomous bodies in civil works with in-depth knowledge of civil engineering and construction related areas.
- b) Should have retired in Pay level 12 and above from State/ Central/ PSU/ Autonomies bodies with a minimum of 8 yrs. experience desirable as Executive Engineer/Superintendent Engineer/Chief Engineer.
- c) Should be medically fit.
- d) Should be free from vigilance angle at the time of retirement.(As a proof of this, a copy of PPO/ Gratuity Payment Authority needs to be submitted)
- e) Must be well versed with the modern day construction trends like prefabricated modular components, state-of-the-art technologies and materials used in the construction field.
- f) The upper age limit must not exceed 63 years.

g) **Skill set required:**

- Great leadership, project management, decision-making, and problem-solving skills.
- Excellent mathematical, time-management, and organizational abilities.
- Excellent communication and collaboration skills.
- Well versed with Computer applications.
- Availability to perform construction site visits of CDOT properties outside of campus whenever required.

3. **The engagement of Senior Consultants shall be subject to the following Conditions:**

- (a) The retired persons shall be appointed on a contract basis initially for a period of 01 year. Based on his/her performance and requirement of his/her services, the contract may be further extended up to a maximum of one more year.
- (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 shall devote their full time and commitment to C-DOT. They 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. He/she will be given 1.5 days of leave/month. 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. In addition to the responsibilities assigned in the offer of appointment, the consultant shall be bound to fulfil any other additional tasks/works assigned

4. **Remuneration:**

- (a) The remunerations/salary of the retired Government officers appointed as consultant shall be as per 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 allowance.

- (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.
5. Officers who have retired recently will be given preference having experience matching our job description.
6. The persons fulfilling the eligibility criteria and are willing to offer their services as consultant, may send a hardcopy of the application along with the following self-attested documents on or before 27th December 2022 to the following address :

“ Manager (P&HR)”
Centre for development of Telematics
Electronic City Phase-1, Hosur Road,
Bengaluru – 560 100

- a) Hard copy of application/CV
b) Details of work experience
c) Pension Payment Order (if applicable)
d) Copy of Aadhaar Card
e) Last Pay Certificate
f) Superannuation order
g) Proof of qualification
h) Medical certificate issued either by Government Hospital or AMA certifying that the retiree person is fit.