

## VACANCY CIRCULAR

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

A. 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 Govt. Officers for engagement as Consultant in C-DOT, Delhi for the following functional area.

**Post Code : Consultant/2024/03**

**Position : Consultant -Civil**

### **Job Profile for: Consultant - Civil**

The role of Consultant – Civil is to provide guidance & expertise of planning of Civil Infrastructure. It will also include maintenance & upgradation of existing civil infrastructure of the institute.

### **Key Responsibilities**

- Formulation of yearly maintenance plan of the infrastructure at Delhi & Bangalore.
- Execute planned work.
- Tender preparation as per CPP & other govt. guidelines.
- Monitoring of contracts including Post contract management.

### **Qualifications**

- B.E./B.Tech (Civil Engineering)

### **Experience**

- Retired from Govt. Department/PSU/Private sector with relevant job profile.

### **Skill Set**

- Conversant with CVC guidelines/GFR and other statutory norms.
- Good Computer knowledge with MS Office, MS Project and other monitoring tools/software
- Well versed with Public Procurement System.

**B. The engagement of Consultant shall be subject to the following Conditions:**

- (a) The Consultant shall be appointed on a short-term contract basis initially for a period of 1 year. Based on his/her performance and requirement of his/her services, the contract can be further extended up to a maximum of three Terms (1 year each) or 65 years of age whichever is earlier.
- (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 Consultant may be allowed leave at the rate of one 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.

**C. 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) The remunerations/salary for candidates from industry will be as per industry standards.
- (c) 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.
- (d) 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.

D. The persons fulfilling the eligibility criteria and are willing to offer their services as Consultant, may apply addressing applications to Head (P&HR) or through email at

hrdrec@cdot.in within 30 days from the date of advertisement in Employment News (English).