

ETDC(HYD)/DIR/CONS./01/2021-22  
ELECTRONICS TEST AND DEVELOPMENT CENTRE  
KAMALANAGAR, ECIL POST  
HYDERABAD – 500 062.

Dated : 23.12.2021

**CIRCULAR**

**Subject: Engagement of one (01) Retired Govt. Servants as Consultant in ETDC, Hyderabad a period of one year on contract basis - reg.**

Electronics Test and Development Centre, under STQC Directorate, Ministry of Electronics & Information Technology (MeitY), invites applications from retired Govt. servants who have retired from the post of Under Secretary, Section Officer, Administrative Officer, Assistant Section Officer or equivalent for engagement as Consultant purely on contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The details including Eligibility criteria, Terms & Conditions and application format are enclosed at Annexure-I &II. The ETDC, Hyderabad reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

3. The last date for receipt of applications, in the prescribed format, is 14<sup>th</sup>January, 2022 (upto 5:00 PM). Applications received after due date/time and without supporting documents i.e. Copy of PPO and Last Pay Certificate, will not be considered.

4. Application, as per Annexure-II, may be sent to The Director, Electronics Test and Development Centre, Kamalanagar, ECIL Post, Hyderabad - 500062, by post or in person.



**(P.Maruthi Devi)**  
Director

To:

1. AG office, Saifabad, Hyderabad, Telangana State for display.
2. Indian Audit & Accounts Dept., AG Office Premises, Saifabad, Hyderabad for display.
3. STQC, Website.

Annexure-I

**ELECTRONICS TEST AND DEVELOPMENT CENTRE,  
HYDERABAD**

STQC, Directorate  
Ministry of Electronics and Information Technology  
Govt. of India

**Terms and Conditions for Engagement of Consultant**

**1. Eligibility and Job Description:**

- 1.1 The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Govt. Bodies.
- 1.2 The candidate who have retired from the post of Under Secretary, Administrative officer, Section officer or equivalent, are eligible for engagement to the position of Consultant.
- 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 flair knowledge in noting/drafting, various establishment/finance related rules/regulations of Govt. of India and capable of handling Administrative matters in one or more of the following areas:  
General Administration, framing of Rules & Regulations, Vigilance matters, Court cases, Parliament Questions and related matters, RTI, Procurement Matters, examination of financial proposal, grant-in aid, working knowledge on procurement through GeM, CPP portal, maintenance of office stores and various stock registers and condemnation process as per GOI rules.

**2. Period of Engagement:**

- 2.1 The engagement of Consultant will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of ETDC, Hyderabad, and performance review of the consultant or but shall not be extended beyond 5 years after superannuation.
- 2.2 The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with ETDC, Hyderabad.
- 2.3 The engagement of Consultant would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by ETDC, Hyderabad without assigning any reason.

**3 Age Limit:**

- 3.1 Not more than 64 years of age on the last date of application.

**4 Remuneration**

- 4.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) 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 Selection Procedure**

5.1 Candidates meeting the conditions shall be shortlisted on the basis of criteria like experience in the relevant areas, qualification etc. The Consultant will be selected by a duly constituted committee.

## **6. Working facilities to be provided:**

6.1 Only the basic facilities/infrastructure will be provided to the consultant. No Transport of Telephone/Internet facility at residence etc., shall be provided.

## **7. Other entitlements of Consultant:**

7.1 **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.

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

7.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the Ministry.

7.4 **Transportation Allowance:** A fixed amount of Rs. 7,200/- (for Govt. Servants retired at Level-9 and above/Rs. 3,600/- (for Govt. Servants retired at Level 6 to 8) Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall be remain unchanged during the term of engagement. No Dearness allowance shall be admissible on the Transportation Allowance.

## **8. Working hours:**

8.1 The consultant shall have to work as the working hours of the Electronics Test & Development Centre, Hyderabad. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

8.2 The Consultant will be required to mark their attendance in Bio-metric System.

## **9. Tax Deduction at Source (TDS):**

9.1 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.

## **10. Confidentiality of data and documents**

10.1 The consultant shall 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 office. The Consultant shall be bound to hand over the entire set of records of assignments in the office on or before the expiry of the contract and before the final payment is released by the office. The consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause Ethics and Integrity.

## **11. Conflict of Interest**

11.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of consultancy.

## **12. Termination of service**

12.1 ETDC, Hyderabad may terminate the services of the Consultant. If:

12.1.1 The consultant is unable to accomplish the assigned works.

12.1.2 Quality of the accomplished work is not to the satisfaction of ETDC, Hyderabad.

12.1.3 The Consultant fails in timely achievement of the milestones as decided by ETDC, Hyderabad.

12.1.4 The Consultant is found lacking in honesty and integrity.

12.1.5 Posting of a government official who could do the Consultant job.

12.1.6 The requirement of consultant for the work assigned ceased to exist.

12.1.7 The undertaking / information given by the candidate is found to be false.

12.1.8 The consultant completes 5 years of retirement.

12.2 The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

## **13. Accident, Injury, etc, during the period of engagement**

13.1 ETDC, Hyderabad shall not be responsible for any loss, accident, damage, injury suffered by the consultant whatsoever arising in or out of the execution of his work, including travel.

## **14. Rights of ETDC, Hyderabad**

14.1 ETDC, Hyderabad reserves the right to cancel and not to proceed in the matter for engagement of consultant at any stage without giving any reason, Whatsoever.

Application for engagement of Consultant in ETDC, Hyderabad, STQC Directorate,  
Ministry of Electronics and Information Technology.

1. Full Name (in Block letters)
2. Father's /husband name:
3. Date of Birth
4. Contact details (Mobile/Tel & email ID)
5. Permanent Address
6. Address for communication
7. Date of joining of Govt. Service
8. Age as on Date
9. Whether belongs to SC/ST/OBC
10. Date of retirement and the post from  
which retired (Enclose copy of  
retirement order).
11. Name of the Ministry/Department from  
which retired
12. Last Pay Drawn (please enclose copy)
13. Education qualification(s)
14. P.P.O.No. (Please enclose copy of PPO)
15. Details of computer knowledge
16. Details of experience (Add separate sheet, if required)

Recent Pass port  
size photograph

Name of the employer (Ministry/Dept.)	Name of the post with pay scale	Period		Nature of duties
		From	To	

### Declaration

I hereby declare that 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 the selection, my candidature is liable to be rejected and I will be bound by the decision of ETDC, Hyderabad in this regard. I have read this circular and ready to accept all the terms and conditions for engagement of consultant.

Place:

Signature

Date:

(Full Name of Applicant)