

Government of India
Ministry of Electronics & Information Technology
STQC Directorate
Electronics Test & Development Centre / Centre For Reliability
Dr.VSI Estate, Thiruvanmiyur, Chennai 600 041
Telephone : 044-24543770/01 JD(A) – 24547711, Fax – 24543773
Email : etdccn@stqc.gov.in and cnetdc@stqc.gov.in

No.0306024/22/2024

Date : 26.04.2024

NOTICE

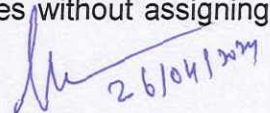
Sub: Engagement of Consultant on Contract basis in ETDC / CFR, Chennai – reg.

Electronics Test & Development Centre (ETDC) / Centre For Reliability (CFR), Chennai invites applications for the post of Consultant purely on contract basis from retired employees of Central / State Govt./PSU/Autonomous bodies under State or Central Government Departments, below the age of 64 years. The contract period is initially for the period of 01 year.

1	Age	Not exceeding 64 years as on the last date of receipt of application
2	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the Basic Pension, from the Last Pay Drawn at the time of retirement, as per DOE OM No.3-25/2020-E.III A, dated 09.12.2020.
3	Duration of appointment	For a period of one year.
4	Number of vacancies	01 (ONE)
5	Working Hours	Between 9.30 AM to 6.00 PM – Monday to Friday
6	Place of Posting	Electronics Test & Development Centre (ETDC) / Centre For Reliability (CFR), Dr.VSI Estate, Thiruvanmiyur, Chennai 600 041
7	Eligibility Criteria	Retired employees of Central Govt / State Govt / PSU / Autonomous Bodies under Central or State Govt. Departments
8	Desirable	Preferably retired employees from Central Govt. Departments
9	Last Date of receipt of application	24.05.2024

Interested candidates may submit their application on the attached format through Speed / Registered Post (envelope duly super scribed on the top of it as "APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS") along with the attested copies of Age Proof, Pension Payment Order / Last Pay Certificate to Electronics Test & Development Centre (ETDC) / Centre For Reliability (CFR), Dr.VSI Estate, Thiruvanmiyur, Chennai 600 041 and by email devrajan@stqc.gov.in. The detailed Terms & Conditions for Engagement of Consultants may be viewed through www.stqc.gov.in

The Competent Authority reserves the right to cancel / vary the vacancies without assigning any reason thereof.


(M K DEVARAJAN)
JOINT DIRECTOR (ADMN)

ADMINISTRATIVE OFFICER / DDO
-ETDC / CFR
Ministry of Electronics & Information Technology
Govt. of India, Chennai - 600 041.

ELECTRONICS TEST & DEVELOPMENT CENTRE
(STQC Directorate, Ministry of Electronics and Information Technology, Govt. of India, Dr.VSI Estate, Thiruvanmiyur, Chennai 600 041)

Terms and Condition 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, Deputy Director, Administrative Officer, Section Officer, Assistant 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 Government software packages such as PFMS, Bhavishya, GeM, NSDL, and also general proficiency in using computers for day to day office work.
- 1.4 The candidate should be proficient in noting and be conversant with the drafting of 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, Personnel Administration, Stores & procurement, Vigilance matters, Court Cases, Parliament Questions and related matters, RTI, examination of financial proposal.

2) Period of Engagement:

- 2.1 The engagement of Consultants 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 this office and performance review of the consultants, but shall not be extended beyond 5 years after superannuation.
- 2.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with MeitY.
- 2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by STQC Directorate 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 (uncommuted) from the last basic pay drawn at the time of retirement i.e. LPD – Full Basic Pension.
- 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 Consultants 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 Consultants. No Transport or Telephone/Internet facility at residence etc. shall be provided.

7) Other entitlements of Consultants:

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 this office.

7.4 **Transportation Allowance:** A fixed amount of Rs. 7200/- (for Govt. servants retired at Level-9 and above) / Rs. 3600/- (for Govt. servants retired at Level 6 to 8) as 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 remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transportation Allowance.

8) Working hours:

8.1 The consultants shall have to work as per the working hours of ETDC, Chennai. 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 Consultants 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 Consultants 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 Ministry. The Consultants shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on 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 /CFR 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.

12.1.3 The Consultant fails in timely achievement of the milestones as decided by STQC Directorate.

12.1.4 The Consultant is found lacking in honesty and integrity.

12.1.5 Posting of a regular government official to carry out the Consultant's work.

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

12.1.7 The undertaking given by the candidate is found 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 STQC Directorate, Ministry of Electronics and Information Technology 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, STQC Directorate, Ministry of Electronics & Information Technology:

14.1 ETDC, Chennai reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

**Application for engagement of Consultant in
Electronics Test & Development Centre (ETDC), STQC Directorate
Ministry of Electronics & IT, Govt. of India
Dr.VSI Estate, Thiruvanniyur, Chennai 600 041**

1. Full Name (in Block Letters) :
2. Father's / Husband's Name :
3. Date of Birth :
4. Contact Details (Mobile / Tel & email ID): :
5. Address for communication :
6. Date of joining Govt. service :
7. Age as on closing date of application :
8. Whether SC/ST/OBC :
9. Whether Physically handicapped :
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 (Enclose copy and
Level Number & Pay Scale) :
13. Educational Qualification
(Enclose copy of certificate) :
14. PPO No. (Enclose copy) :
15. Details of online office management
Like PFMS, Bhavishya, GeM etc. :
16. Brief particulars of experience
(A separate sheet may be enclosed):

Recent Passport
Size photograph

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 Electronics Test & Development Centre / Centre For Reliability, Chennai in this regard. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant.

Date:

Signature

Place:

(Full Name of Applicant)