

Government of India  
STQC Directorate  
Ministry of Electronics and Information Technology  
Electronics Niketan, III Floor, 6, CGO Complex, Lodi Road, New Delhi - 110 003  
Telephone: 011-24301582, 24301580, 24301817  
Email: [hq-pers@stqc.gov.in](mailto:hq-pers@stqc.gov.in)

No. 25(1)/2026-PA(TA)

03.02.2026

**NOTICE**

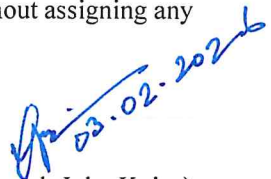
**Sub: Engagement of retired Central Govt. employees as Non- Scientific & Technical Consultant on Contract basis at STQC HQ- Reg**

STQC Directorate, Ministry of Electronics & IT, Delhi invites application for the post of Non-Scientific and Technical Consultant purely on contract basis from retired employees of Central Government Ministries/Departments. The contract period is initially for the period of 01 year.

1	Age	Not more than 63 years of age 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
5	Working hours	Between 09.00 AM to 05.30 PM – Monday to Friday
6	Place of posting	STQC Directorate Ministry of Electronics and Information Technology Electronics Niketan, III Floor, 6, CGO Complex, Lodi Road, New Delhi - 110 003
7	Eligibility Criteria	Retired Non-S&T employees of Central Govt.Ministries/Departments in level of Assistant Section Officer having experience in Personnel Administration
8	Last Date of receipt of application	10.02.2026 (Within 7 days from date of advertisement)

2. Interested candidates may submit their application on the attached format through Speed/Registered Post (envelope duly superscribed on the top of it as 'APPLICATION FOR THE POST OF NON SCIENTIFIC & TECHNICAL CONSULTANT ON CONTRACT BASIS') and by email [hq-pers@stqc.gov.in](mailto:hq-pers@stqc.gov.in) along with the attested copies of Age Proof, Pension Payment Order/Last Pay Certificate to STQC Directorate Ministry of Electronics and Information Technology Electronics Niketan, III Floor, 6, CGO Complex, Lodi Road, New Delhi - 110 003. Applications received after closing date will be rejected. The detailed Terms & Conditions for Engagement of Consultants may be viewed through [www.stqc.gov.in](http://www.stqc.gov.in).

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

  
(Deepak John Kujur)  
Section Officer

To

1. All Ministries/Departments- Through STQC website
2. Webmaster STQC Website
3. DoPT for hosting on their website

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**CIRCULAR****Terms and Condition for Engagement of consultant (Non-Scientific and Technical)****No. of Consultants: 01****1. Eligibility:**

1.1 The candidate should have retired from the Central Government Ministries/Departments having experience of functioning in Govt. bodies at the level of Assistant Section Officer.

1.2 The candidate who have retired from Non S&T

1.3 The candidate shall have worked in area of Personnel Administration before retirement

1.4 The candidate shall have knowledge in working in areas for dealing court cases, grievances, recruitment rules, 56 J, etc

**2. Job Description:**

2.1 The Consultant should be:

1. The incumbent shall assist in day-to-day administrative functioning of the office, drawing upon prior experience gained in Central Government Ministries/Departments at the level of Assistant Section Officer or above.
2. The incumbent shall handle matters relating to **Personnel Administration**, including processing of service records, leave, vigilance, disciplinary cases, promotions, seniority, and other establishment-related issues.
3. The incumbent shall deal with **non-S&T administrative matters**, ensuring compliance with applicable Government rules, regulations, and instructions.
4. The incumbent shall assist in **handling court cases**, including preparation and examination of replies/affidavits, coordination with legal sections/counsels, monitoring of court cases, and ensuring timely submission of information.
5. The incumbent shall process and dispose of **public and staff grievances**, including examination of representations, drafting of replies, and ensuring timely redressal as per prescribed procedures.
6. The incumbent shall assist in matters related to **recruitment**, including scrutiny of applications, processing of proposals, coordination with concerned agencies, preparation of notes, and compliance with recruitment rules and guidelines.
7. The incumbent shall prepare **draft notes, correspondence, and reports** in a precise and legally sound manner for submission to higher authorities.
8. The incumbent shall ensure proper **record management, file maintenance, and follow-up of cases**, adhering to established Government procedures and timelines.

**3. Period of Engagement**

3.1 The engagement of consultant (Non Scientific & Technical) 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 depending upon the requirement of STQC and performance review, **but shall not be extended beyond 5**

## **years after superannuation.**

3.2 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 STQC HQ.

3.3 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.

## **4. Age Limit:**

4.1 Not more than **63 years** of age on last date of application

## **5. Remuneration:**

5.1 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 pay drawn at the time of retirement i.e LPD – Full Basic Pension.

5.2 The remuneration in case of officers retired from autonomous bodies and officers not entitled to pension, shall be fixed at 50% of last basic pay drawn.

5.3 No increment and Dearness Allowance shall be allowed during the term of the contract.

## **6. Selection Procedure:**

6.1 Candidate meeting the conditions shall be empanelled on the basis of criteria like experience, qualification etc., Consultant will be selected by a duly constituted Screening Committee who will assess the work records. Preference shall be given to officials having experience in STQC/MeitY.

6.2 The Screening committee decision shall be final.

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

7.1 Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence shall be provided.

## **8. Other entitlements of Consultants (Non-Technical):**

8.1 **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.

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

8.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the STQC.

8.4 **Transport Allowance:** A fixed amount of Rs.3600/- shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. 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 Transport Allowance.**

## **9. Working hours:**

9.1 The Consultants shall have to work as per the working hours of the STQC HQ. 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.

9.2 The Consultants will be required to mark his attendance in Biometric System.

#### **10. Tax Deduction at Source;**

10.1 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.

#### **11. Confidentiality of data and documents;**

11.1 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 Consultant 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 Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

#### **12. Conflict of Interest:**

12.1 The Consultant appointed by this office, shall under no circumstances represent, offer opinion or provide advice to others in any matter that is contrary to the interests of this office.

#### **13. Termination of engagement:**

13.1 STQC HQ may terminate the services of the Consultants, if:

- 13.1.1 The Consultant is unable to accomplish the assigned works.
- 13.1.2 Quality of the accomplished work is not to the satisfaction of STQC HQ.
- 13.1.3 The Consultant fails in timely achievement of the milestones as decided by STQC HQ
- 13.1.4 The Consultant is found lacking in honesty and integrity.
- 13.1.5 A government official is posted who could do the Consultant's job
- 13.1.6 The requirement of Consultant for the work assigned ceases to exist.
- 13.1.7 The undertaking information given by the candidate is found false.
- 13.1.8 The Consultant completes 5 years of retirement.

13.2 The services can be terminated by giving **15** days notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

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

14.1 STQC shall not be responsible for any loss, accident, damage injury suffered by the Consultant whatsoever arising in out of execution of this work, including travel.

#### **15. Rights of STQC Directorate, Ministry of Electronics & Information Technology:**

15.1 STQC reserves the right to cancel and not to proceed in the matter for engagement of Consultant at any stage without giving any reason, whatsoever.

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## Annexure - II

APPLICATION FOR ENGAGEMENT AS CONSULTANT (NON SCIENTIFIC & TECHNICAL) IN  
STQC DIRECTORATE, MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY  
GOVERNMENT OF INDIA, DELHIRecent Pass port  
size photograph

1	Full Name		
2	Father's/Husband's Name		
3	Date of Birth		
4	Age as on the closing date of application		
5	Contact Details	Mobile	
		Email ID	
6	Address for communication		
7	Date of Joining Govt. Service		
8	Whether SC/ST/OBC/PwD		
9	Date of Retirement and the Non-S&T post and level from which retired (Please enclose a copy of the retirement order)		
10	Name of the Ministry/Department/organization from which retired		
11	Last Pay drawn (Please enclose copy of LPC)		
12	Educational/Technical Qualifications (Please enclose a copy of the certificates)		
13	PPO No. (Please enclose a copy)		
14	Brief Particular of experience (A separate sheet may be annexed)		

I hereby declare the 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 any time before OR after selection, my candidature is liable to be rejected and I shall be bound by the decision of the STQC Directorate. I accept the terms and conditions for engagement as Consultant (Non Scientific & Technical).

Place:

Signature

Date: