

Government of India
Ministry of Electronics & Information Technology
Electronics Test & Development Centre
&

Centre For Reliability
Dr.VSI Estate, Thiruvanniyur, Chennai 600041
Telephone: 044-24547791, 044-24543792
Email: etdccn@stqc.gov.in

No. 0306030/26

07.10.2026

NOTICE

**Sub: Engagement of retired Central Govt. employees as Non-Technical
Consultant on Contract basis in ETDC/CFR, Chennai**

Electronics Test & Development Centre (ETDC)/Centre For Reliability (CFR), Chennai invites application for the post of Non-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 09.30 AM to 06.00 PM – Monday to Friday
6	Place of posting	Electronics Test & Development Centre (ETDC)/Centre For Reliability (CFR), Dr. VSI Estate, Thiruvanniyur, Chennai 600041.
7	Eligibility Criteria	Retired employees of Central Govt.Ministries/Departments in pay scale of Level 6 – ASO Level (Non S&T)
8	Last Date of receipt of application	10.11.2026

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-TECHNICAL CONSULTANT ON CONTRACT BASIS') and by email etdccn@stqc.gov.in along with the attested copies of Age Proof, Pension Payment Order/Last Pay Certificate to Electronics Test & Development Centre (ETDC)/Centre For Reliability, Dr.VSI Estate, Thiruvanniyur, Chennai 600041. 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,

N. Radhika
(PADMININ)

Scientist 'E' & Head (Admn).

To

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

Government of India
Ministry of Electronics & Information Technology
STQC Directorate
Electronics Test & Development Centre
&
Centre For Reliability
Dr.VSI Estate, Thiruvannmiyur
Chennai 600041

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CIRCULAR

Terms and Condition for Engagement of consultant (Non-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.

1.2 The candidate who have retired from Non-S&T (Group B) posts (ASO Level) : Level 6

2. Job Description:

2.1 The Consultant (Non-Technical) should be:

- i. The candidate should have retired from Central Government Ministries / Departments having experience of functioning in Govt. bodies.
- ii. The candidate who have retired from the post of ASO or equivalent are eligible for engagement to the position of consultant.
- iii. 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.
- iv. 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.

3. Period of Engagement

3.1 The engagement of consultant (Non-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 ETDC, Chennai 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 ETDC, Chennai

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 Committee.

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 ETDC, Chennai.

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 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.

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 payments 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.

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. No consultant would be permitted to take up any other assignment during the period of Consultancy.

13. Termination of engagement:

13.1 ETDC, Chennai 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 ETDC, Chennai.
- 13.1.3 The Consultant fails in timely achievement of the milestones as decided by ETDC, Chennai
- 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 engagement:

14.1 ETDC, Chennai 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 ETDC, STQC Directorate, Ministry of Electronics & Information Technology, Chennai:

15.1 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.

Annexure - II

APPLICATION FOR ENGAGEMENT AS CONSULTANT (NON-TECHNICAL) IN **ETDC, CHENNAI**,
STQC DIRECTORATE, MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY
GOVERNMENT OF INDIA, CHENNAIRecent 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-Technical).

Place:

Signature

Date: