



Date: 03.08.2026

Notification for Engagement of Administration Consultant

Electronics Test and Development Centre (ETDC) Bengaluru under STQC Directorate, Ministry of Information and Technology (MeitY) Govt. of India, invites applications from retired government employees from MeitY/ STQC/NIC/CDAC/ Autonomous bodies of MeitY or other Ministries or departments. Persons who retired in pay level 9/pay level 8 with experience in administrative matters, holding Bachelors/ Masters' Degree in Arts/ Commerce are eligible for engagement as administration consultant, purely on contract basis for an initial period of one year, extendable as per discretion of competent authority.

2. Details including eligibility criteria, scope of work and other terms and conditions are enclosed in Annexure –I. Application form is enclosed in Annexure –II.

3. Last date for receipt of application is **11.09.2026**. In complete applications or applications without supporting documents will not be considered.

4. ETDC Bengaluru reserves right to accept or reject in part or full, the responses, without assigning any reasons whatsoever.

5. Applications complete in all respects along with copies of required documents shall be sent to:

Director- ETDC Bengaluru

STQC Directorate-MeitY, 100 feet Road, Peenya Industrial Estate, Bengaluru- 560 058

By post, or in person or by mail: vrsarur@stqc.gov.in

Sd/-

V.R.Sarur

Head- Administration

ETDC- Bengaluru

ANNEXURE-I

1. Name of the Position: Consultant- (Administration)

2. Place of Posting: ETDC Bengaluru

3. Number of Positions: 01 (One)

4. Eligibility Criteria:

- 4.1 Retired Central Government employee from MeitY/ STQC/NIC /Other Ministries/ Departments/ Autonomous Bodies
- 4.2 Shall have a Bachelor's/Master's degree in Arts/ Commerce
- 4.3 Minimum of five years of experience at level of Section Officer/Under Secretary/Administrative Officer or equivalent
- 4.4 Experience in service matters, pension (Bhavishya), RTI, Court/CAT cases, disciplinary matters, OL policy
- 4.5 Age limit: Not exceeding 64 years as on **11.09.2026**
- 4.6 Free from vigilance/disciplinary cases

5. Scope of Work / Responsibilities:

- Service matters including joining, service book, leave, retirement
- Pension processing through Bhavishya portal
- Handling RTI matters
- Coordination of CAT/Court cases
- Establishment and disciplinary matters
- Official Language implementation
- General administration and coordination

6. Period of Engagement:

Initially for one year (extendable based on performance and requirement subject to approval of the competent authority, however, shall not be extended beyond 5 years after superannuation.)

7. Remuneration:

- 7.1 A fixed monthly remuneration will be paid as per the government norms, equivalent to **Last Pay Drawn minus Basic Pension** (as per DoE guidelines)
- 7.2 Remuneration in case of offices retired from autonomous bodies and officers not entitled for pension shall be fixed at 50% of last basic pay drawn.
- 7.3 No increment/ Dearness allowance/ HRA/ TA is paid during the contract.

8. Working Hours & Leave:

- 8.1 Consultant has to work as per working hours of ETDC Bengaluru, however, as per exigency of work, may be required to work beyond stipulated timings, or on holidays. No extra remuneration will be admissible in such cases.
- 8.2 Consultants have to mark their attendance as per office norms.
- 8.3 Leave: Casual leave of 1.5 days per completed month is admissible. Accumulation of leave beyond a calendar year shall not be allowed

9. Terms & Conditions:

- 9.1.1 This engagement is purely on contractual basis and no claim for regular appointment is considered.
- 9.1.2 Appointed contract employee shall abide by the office procedures and shall maintain confidentiality of official information.
- 9.1.3 This contractual appointment can be terminated with a notice of one month from the Office, in case the consultant fails to accomplish the assigned tasks to the satisfaction of Director-ETDC BG.
- 9.1.4 At the same time, if the contractual employee wishes to discontinue, he is liable to give one month notice in advance.

10. Confidentiality and conflict of interest:

- 10.1 Consultant shall not share to any third party, any information/proceedings/data gathered during his period of work in the office, without the consent of the competent authority.
- 10.2 Consultant shall sign a confidentiality agreement to this effect.
- 10.3 During the period of contract, Consultant shall not engage in any activity which is adverse to the interest of this office.

11. Application Procedure:

Submit application with all the required documents as detailed in Cl.14,

By post/in-person to :

Director, ETDC Bengaluru, 100 feet Road, Peenya Industrial Estate, Bengaluru- 560058

OR via email : vrsarur@stqc.gov.in

12. Last Date: Applications complete in all aspects along with required documents shall reach the above office on or before **11.09.2026**

13. Selection Procedure:

Selection will be based on the scrutiny of documents and the interview to be held by the screening committee.

14. Documents to be submitted along with application:

- ID/ Address Proof : (Adhaar/ Passport/Driving License)
- Retirement order
- Copy of PPO
- Copy of Last Pay Certificate
- Vigilance clearance/self-declaration
- Copy of Education Qualification
- Medical fitness
- PAN & bank details

14. General Instructions:

Incomplete/late applications will be rejected; authority reserves right to accept/reject applications

Sd/-
V.R.Sarur
Head- Administration
ETDC- Bengaluru

Annexure-II

APPLICATION FORM for Engagement of Administration consultant

Paste recent passport size photograph here:

Name	
Father's/Husband's Name	
Date of Birth	
Contact Details (फोन/Email)	
Address	
Post held at retirement & Pay level	
Office/Department/Ministry (From where retired)	
Date of joining government Service	
Date of retirement	
PPO Number	
Last Pay Drawn	
Basic Pension	
Education Qualifications	
Experience details on Work handled	(Pl. enclose a separate sheet)
Have you faced Vigilance/disciplinary case (Yes/No)	

Declaration:

I hereby declare that all the information furnished in this application is true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect, or misleading at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice. I have understood the eligibility criteria and terms and conditions and accept the same.

Date: _____

Place: _____

(Signature of the Applicant)

Name: _____