

Govt. of India
Department of Telecommunications
O/o the Controller of Communication Accounts
Odisha Telecom Circle, 4th Floor, CPMG Building, Bhubaneswar – 751 001

No. **OR/CCA/Estt./1-4/2013/5**

Dated 16.04.2013

OFFICE MEMORANDUM

Applications are invited from the retired personnel from Deptt. Of Telecommunications / Posts, Organized Accounts Services of Govt., BSNL/MTNL for engagement as Consultant on short-term contract basis in the office of the Controller of Communication Accounts, Odisha Circle, Bhubaneswar on the terms and conditions mentioned below. Primary duties of the Consultant so engaged will be to assist the senior officers of the office to discharge their day –to-day office work.

Terms & Conditions

- (1) The retired persons shall be appointed on short-term contract basis initially for a period of 6 months. Based on his/her performance and requirement of his /her services the contract can be further extended upto a maximum of six terms (6 months each) or 65 years of age whichever is earlier. The assessment of the CCA, Odisha Circle shall be final in this regard.
- (2) Applicants should not be more than 65 years of age as on 01-05-2013.
- (3) Computer Literacy is necessary.
- (4) The consolidated fee / remuneration payable to persons so engaged on short-term contract basis shall be restricted to the difference between last pay drawn (as per 6th CPC) by the retired official and basis pension + DA at the rate applicable for Central Govt. Employee from time to time. The person so engaged shall not be eligible for other allowances and benefits. The payment will be made on monthly basis through Bank. The person so engaged should have to submit details of Bank Account in Mandate form.
- (5) The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificates. Service Tax as applicable shall be payable extra at the prevailing rates.
- (6) Engagement of retired personnel on short-term contract basis can be terminated by either of the party with prior notice of 30 days.

Retired personnel having experience in personal assistance work will be given preference.

Only such retired personnel who are willing for engagement on short-term contract basis on the terms and conditions mentioned above and are ready to do the assigned job in short notice preferably within a week from receipt of engagement order, should apply in the prescribed proforma appended to this Notice. The applications must reach the undersigned latest by 3 PM of 02-05-2013 positively.

(R. C. Rath)
Deputy Controller
Tel.0674-2534002
Fax 0674-2532499

APPLICATION FORMAT FOR THE POST OF CONSULTANT

1. NAME :
2. FATHER'S NAME :
3. PRESENT RESIDENTIAL ADDRESS :
4. DATE OF BIRTH (DD/MM/YYYY)
5. E-MAIL ADDRESS WITH TELEPHONE ADDRESS:
6. DATE OF ENTRY INTO GOVT. SERVICE :
7. DATE OF RETIREMENT :
8. EDUCATIONAL QUALIFICATION :
9. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED (Starting from last appointment)

Sl.No.	Name of Ministry / Deptt.	Period (MM/YYYY)		Post held	Nature of work
		From	To		

10. Knowledge of Computer

MS Word	
MS Excel	
Power Point Presentation	

11. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF YOUR SUITABILITY FOR THE POST

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.

DATE
PLACE

Signature

Full Name