



सत्यमेव जयते



वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE



भारतीय दूरसंचार विनियामक प्राधिकरण
TELECOM REGULATORY AUTHORITY OF INDIA
 महानगर दूरसंचार भवन, जे.एल.एन. मार्ग (ओल्ड मिंटो रोड़),
 जाकिर हुसैन कॉलेज के पास, नई दिल्ली-110002

File No. 1-02/2023-Admn. & Pers.

Dated: 07th March, 2023

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT
AT TRAI REGIONAL OFFICE, BENGALURU

Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz., TRAI Act, 1997. TRAI has been established to regulate the Telecommunications Services and to protect the interest of service providers and consumers of the telecom sector, to promote and ensure orderly growth of the telecom sector and for matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from 2004.

2. The organization proposes to fill up the following vacancy at its Regional Office in Bengaluru on contract basis at a consolidated remuneration mentioned against vacancy therein. The details regarding period of engagement, educational qualifications, experience, age, nature of duties etc. are as under:-

Name of the Office	Particulars	Details
TRAI RO, Bengaluru	Name of the position	Consultant (Non-Tech)- Grade-II
	Number of Consultants required	01
	Remuneration	₹ 65,000/- (Fixed) per month
	Time frame for which the Consultant is to be hired	One year
	Age limit	Below 65 years of age as on the last date of application
	Educational Qualifications	A Master / Bachelor's Degree in Business Administration / Economics / Commerce / Engineering / Law / Science / Humanities from a recognized University / Or, Membership of the Institute of Chartered Accountants of India / Institute of Cost and Works Accountants of India.

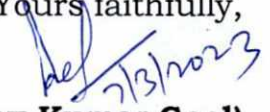
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Post Qualification Experience	Retired Officers of Central Govt. Ministries / Department / PSUs/ Autonomous Bodies, desirous to be considered as Consultant in TRAI, should have at least 25 years of experience and have worked on a post equivalent to the post of Sr. Research Officer or above (i.e. Under Secretary / AGM/ ADG or above in Central Govt. Ministries / PSUs / Autonomous Bodies in pay scale 11 or above in the pay matrix under 7 th CPC or equivalent pay scale). Experience of working in Telecom / Broadcasting Sectors or in Central Regulatory Bodies
Nature of Duties	To carry out functions under TRAI Act and the jobs / duties as assigned by Advisor, TRAI Regional Office, Bengaluru.

3. The services of the consultant will be governed as per Telecom Regulatory Authority of India letter No. 10-01/2020-A&P dated 12th March, 2021 (*copy enclosed*).

4. Eligible candidates desirous to be considered for the position of Consultant (Non-Tech)- Grade-II in TRAI, may send their application as per ***Annexure*** attached herewith. The application should be sent in an envelope superscribing the post applied for to the **Deputy Advisor (HR), Telecom Regulatory Authority of India, Mahanagar Door Sanchar Bhawan, J. L. Nehru Marg (Old Minto Road), Next to Zakir Hussain College, New Delhi-110002 upto 31st March, 2023.**

Yours faithfully,


(Vinay Kumar Goel)
Deputy Advisor (HR)
Tel: 011-23664-189

Copy to:-

- 1) Sr. PPS to Secretary, TRAI
- 2) All Principal Advisors/Advisors [HQ] & [ROs], TRAI.
- 3) JA (IT) - with a request to post the same in the TRAI website.
- 4) The Deputy Director General (Employment), Ministry of Labour & Employment, Shram Shakti Bhavan, New Delhi-110001: with a request to post the same of NCS Portal.
- 5) Notice Board

**APPLICATION FORM FOR ENGAGEMENT AS CONSULTANT (NON-TECH)-
GRADE-II IN TELECOM REGULATORY AUTHORITY OF INDIA REGIONAL
OFFICE, BENGALURU**

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photograph

1. Name of the position applied for:
2. Name of the applicant:
3. Date of Birth:
4. Nationality:
5. Category (SC/ST/OBC/GEN)
- (If belongs to SC/ST/OBC, documentary proof to be furnished)*
6. Address for (Correspondence)
7. Contact No. & email ID:
8. Date of Retirement:
9. Name of the organization from
where retired (**attach copy of PPO**)
10. Total no. of years of experience of
working in Central Govt. Ministry/Deptts
PSU/Regulatory Body/ABs(**Attach Proof**) :.....
11. No. of years of experience of
working in **regulatory body (Attach Proof)**
12. Details of Educational Qualification
from Graduation onwards (**Degree/
year of passing/Division/Marks**)
13. Language known with proficiency:
14. Whether presently in job. If yes, then job is in Govt./PSU/Autonomous
Institution/Private:

15. Whether permanent/temporary/on contract:.....

16. Posting details:

(Use Separate sheets if the space provided is not sufficient)

Post held	From	To	Scale of Pay/Pay drawn	Work handled (in brief)

17. Pay Scale / Last Pay drawn

18. Any other information

.....

.....

I certify that the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the applicant)



सत्यमेव जयते

भारतीय दूरसंचार विनियामक प्राधिकरण
TELECOM REGULATORY AUTHORITY OF INDIA
भारत सरकार /Government of India



No.10-01/2020-A&P

Dated: 12th March, 2021

Sub: Guidelines for Hiring of Consultants on contract basis in Telecom Regulatory Authority of India.

Please find enclosed herewith consolidated new guidelines for Hiring of Consultants in Telecom Regulatory Authority of India (TRAI).

S.K. Dutta

(S.K. Dutta)
Joint Advisor(Coord & HR)

To

All Principal Advisors, TRAI HQ

Copy to:

1. OSD, O/o Chairperson, TRAI
2. Sr. PPS to Members, TRAI
3. Sr. PPS to Secretary, TRAI

F. No. 10-01/2020-A&P**TELECOM REGULATORY AUTHORITY OF INDIA**

Mahanagar Doorsanchar Bhawan, J.L. Nehru Marg (Old Minto Road)
Next to Zakir Husain College, New Delhi -110002

Dated: 12th March, 2021

Guidelines for Hiring of Consultants on contract basis in Telecom Regulatory Authority of India.

The appointment of Consultants in TRAI is covered under Rule 5 of TRAI (Salary, Allowances and other conditions of Service of the officers and employees) Rules, 2002 dated 25th October, 2002 issued by Govt. of India, Ministry of Communications and IT, Department of Telecom. Part VI of the TRAI (Officers and Staff Appointment) Regulations, 2001 dated 15th Feb 2001 also provides for contract Appointment. To bring greater clarity, flexibility, transparency and uniformity in the engagement, the following guidelines and procedures are prescribed for engagement of Consultants/Senior Consultants in the Telecom Regulatory Authority of India, in suppression of the 'Guidelines for Hiring of Consultants on contract basis' in the Telecom Regulatory Authority of India issued vide letter No. 10-2/2006-A&P dated 06.06.2008.

1 Rationale:

1.1 Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz., Telecom Regulatory Authority of India Act (TRAI), 1997. TRAI has been established with an objective to regulate the Telecommunications Services, to protect the interest of service providers and consumers of the telecom sector, provide a fair and transparent policy environment which promotes a level playing field and facilitates fair competition, thus ensuring orderly growth of the telecom sector. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from the year 2004. The Authority, while performing its functions assigned under the Act, requires inputs and support on certain areas in which it does not have enough in-house expertise or manpower. Thus, it requires to hire Consultants or Senior Consultants who possess the requisite skill.

1.2 The consultants can be hired in cases where there is:

- i) inadequacy of Capability or Capacity of required expertise in-house;
- ii) a need to have qualified consultant for providing a specialized high quality service;
- iii) a need for expert advice from a consultant acting independently from any affiliation, economic or otherwise to avoid conflicts of interest;
- iv) a need for transfer of knowledge/training/capacity and capability building as a by-product of such engagement;
- v) a need to acquire information about/identifying and implementing new methods and systems;
- vi) a need for planning and implementing organizational change;
- vii) internal capacity/capability available to do the job but there are considerations of economy, speed and efficiency in relation to additional requirement/commitment/usage of -
 - a) Staff/Management/Organization;
 - b) Technological and Material Resources;
 - c) Money and
 - d) Time/Speed of execution.

TRAI may hire Individual Consultants in two broad categories- Technical and Non-Technical.

2. Contractual Terms and conditions:

2.1 Legal Status:

The Individual Consultant shall have the legal status of an independent Consultant vis-a-vis the Telecom Regulatory Authority of India and shall not be regarded, for any purpose, as being staff member or an official of TRAI. As such nothing within or relating to the contract shall establish the relationship of employer and employee between the Telecom Regulatory Authority of India and the Individual Consultant.

2.2 Standards of conduct:

Individual Consultant shall neither seek nor accept instructions from any authority external to the TRAI in connection with the performance of its obligations under the contract. The Individual Consultant shall not take any action in respect of its performance or otherwise related to its obligations under the contract that may adversely affect the interest of the regulatory body. The Consultant shall fulfill his obligations with the full regard to the interest of TRAI. The Individual Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of obligations under the Contract. In the performance of the contract, the Individual Consultant shall comply with the **expected** standards of conduct. Failure to comply with the same shall be ground for the termination of the contract.

2.3 Assignment of Duties:

The Individual Consultant shall perform the duties assigned to him. The Competent Authority reserves the right to assign any duty as and when required. No extra/ additional allowance shall be admissible in case of such additional assignment.

2.4 Provision of Sexual Exploitation and abuse:

In the performance of the contract, the Individual Consultant shall comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Individual Consultant acknowledges and agrees that any breach of the provisions thereof shall constitute a breach of an essential term of the contract and in addition to any other legal right or remedies available to any person, shall give rise to a ground for termination of the contract. If required, further appropriate legal action may also be recommended.

2.5 Medical Clearance and service incurred Death and Grievous injury: TRAI may require the Individual Consultants to submit a Good Health Certificate from a registered Physician at the time of joining duties. In the event of death or grievous injury to the Individual Consultant during the course of his/her duties, compensation shall not be payable to the individual Consultant or his/her dependents. It is desired that the Individual Consultants take out and maintain adequate insurance required to meet their obligations from own responsibility.

2.6 Basic Support Facility - Basic support like office space, furniture, stationery, computer, laptop, calculator, access to Internet etc. may be provided to the Individual Consultant where needed by the TRAI so that assigned duties may be handled smoothly. Any equipment and supplies provided to the individual Consultants and any damage or degradation occurred to the equipment at the time of return beyond normal wear and tear, shall be administered as per extant rules.

2.7 Confidentiality of Documents & Information- The Individual Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923. They shall not use the name, emblem, or official seal of TRAI for any commercial purpose other than discharging assigned duties. The Consultant shall sign an agreement of confidentiality.

(3)

2.8 Settlement of Disputes - TRAI and the Individual Consultant shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Any dispute, controversy or claim between the parties arising out of the Contract or the breach, termination, or invalidity thereof unless settled amicably, as provided above, shall be referred by either of the parties to the Chairperson, TRAI for arbitration. The Chairperson, TRAI may appoint an arbitrator for the settlement of the controversy.

2.9 Conflict of interest-The Individual Consultants are expected to follow all the rules and regulations of the Telecom Regulatory Authority of India/Government of India which are in force. He/she is also expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultants are not found satisfactory or found in conflict with the interests of TRAI, his/her services will be liable for discontinuation without assigning any reason.

2.10 Termination -The Telecom Regulatory of India can terminate the contract at any time without prior notice and without providing any reason thereto. However, in the normal course it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek for termination of the contract upon giving one month's notice to TRAI.

2.11 Residuary matters- In regard to matters not specifically covered by or under these guidelines, the terms and conditions given in the Manual for Procurement of Consultancy and Other Services 2017 as well as GFR 2017 issued by M/o Finance, Department of Expenditure will be applicable.

3. **Term of Reference:** -Heads of Divisions shall be responsible for ensuring that detailed terms of reference describing the work to be performed are prepared well in advance of the engagement of Consultant and submit it as Annexure in a timely manner to the Administration Division for processing. The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, result-oriented and time bound.

4. General Terms & Conditions:

4.1 Term of appointment -Individual Consultants will be hired for a fixed period initially not exceeding one year which is extendable another one year. Beyond two years, where adequate justification exists, the term may be extended based on a review of task and performance of the appointee provided it shall not be extended beyond 05 years after superannuation.

4.2 Professionals with requisite qualification and experience as prescribed for different positions will be hired as Individual Consultants.

5 Educational Qualification and Experience:

5.1 Educational Qualification: Specific educational qualification/experience may be prescribed as per actual requirement of particular positions.

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5.2 Experience, age and remuneration:

Name of the Position (Technical / Non Technical)	Post Qualification experience in -Years	Upper age limit** in years	Monthly Remuneration ^{\$}
Consultant (non- tech)- Grade -I/ Young professional (non-tech)	03 years as Asstt. / PA	65	50,000/- (Fixed)
Consultant (non-tech)- Grade II	Under Secretary /AGM / 03 years as Section Officer	65	65,000/- (Fixed)
Young Professional (Tech)	0-3	32	65,000/- (Fixed)
Consultant (Tech) Grade -I	3-8	45	80,000/- 1,00,000
Consultant (Tech) Grade -II	8-20	60	1,00,000-1,50,000
Sr. Consultant	20 years and above	65	1,50,000-2,20,000

**Note 1: In general Consultant will not be allowed to serve beyond the maximum age of 65 years.

\$ Note 2: In case of retired Government Servants, the remuneration will be computed and restricted with reference to the Government of India directions issued in this regard from time to time.

6 Selection Process:

6.1 The selection of Consultants shall be made in accordance with the provisions included in GFR, 2017 under rules 177-196 and as per relevant paras of the Manual for Procurement of Consultancy and Other Services 2017.

6.2 The requirement of professionals for the Telecom Regulatory Authority will be advertised as and when needed on its Website and in at least one National Newspaper (both in Hindi and English) and employment news.

6.3 The applications received against the advertised positions shall be screened and shortlisted by a panel consisting of Sr. Research Officer (A&P), Section Officer (A&P) and any other person nominated by Advisor (Admn). The shortlisted applications shall be placed before the Selection Committee(s) to be constituted from time to time for different advertised consultant posts.

6.4 The Selection Committee may devise its own method for selection of suitable candidates as per requirement. The Selection Committee may also recommend names for keeping in wait list with valid time period.

6.5 The TRAI may also adhere to rule 194 of GFR for hiring Consultants from established Research Organizations. In exceptional cases, individuals may be hired on secondment basis from Private institutions/Organizations with the approval of the Chairperson, TRAI.

7 Payment of Remuneration:

7.1 The consolidated remuneration as indicated in para 5.2 will include applicable taxes and no other allowances will be paid. In case of retirees, the consolidated remuneration will be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the terms of the contract. There will be no annual increment /percentage increase during the contract period.

Signature

(5)

7.2 The payment of consolidated pay will be released by the TRAI within one week after completion of the month based on the Biometric Attendance/ Physical Attendance to be verified by the concerned Divisional Heads.

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

7.4 House Rent Allowance: No HRA shall be admissible

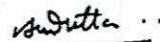
8. **Transport Allowance & TA/DA:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Young Professional (Non-tech), Young Professionals (Tech), Consultant- Gr-I, Consultant- Gr. II and Sr. Consultant shall be allowed transport allowance as admissible to Assistants, Technical Officer, SRO, Dy. Advisor and Jt. Advisor, respectively in TRAI. Retired employees engaged as consultants may be allowed TA /DA on official tour, if any, as per their entitlement at the time of retirement subject to upper Limit of entitlements as admissible to Jt. Advisor in TRAI. Consultant (Tech) Gr. II shall be entitled for TA /DA as admissible to Dy. Advisor in TRAI and Sr. Consultant shall be entitled for TA/DA as admissible to Jt. Advisor in TRAI.

9. **Leave:** - The Individual Consultants shall be eligible for paid leave of absence @ 1.5 day for each completed month of service besides the Gazetted holidays. Accumulation of leave beyond a calendar year will not be allowed. "No work no pay" will be applicable during the period of contract, if more than prescribed leave is taken.

10. **Tax Deduction at Source:** - The income tax or any other tax liable to be deducted as per prevailing rules will be deducted at Source before releasing the payment and the Department will issue TDS certificate/GST as the case may be. TRAI takes no liability for taxes or other contribution payable by the Individual Consultant on payment made under the contract.

11. **Authenticity:** -If any declaration given or information furnished by Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.

12. **Relaxation:** - Where Chairperson, TRAI is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing, relax any of the provisions of the guidelines.



(S.K. Dutta)

Jt. Advisor (Coord & HR))