

INFRASTRUCTURE CORPORATION OF ANDHRA PRADESH LIMITED

(A Govt., of Andhra Pradesh undertaking)
AVSR Bhavan, Kanuru, Penamaluru Mandal, VIJAYAWADA.

Phone No: [0866-2581773](tel:0866-2581773), Email Id: incapap@incap.co.in

Terms and conditions for Engagement of retired Government Employees on Contract Basis (Contract Employees) against the vacant posts of AGM/JTO or above:

1. Nature of the Duties:

- 1.1. The candidate should have sound knowledge of telecom fields and office administrative matters.

The work may be assigned in any of the following verticals of the INCAP/TPA:

Scope of Work:

The vision of Andhra Pradesh is to become fully digital by providing last mile connectivity and services to the citizen in the State. This is in line with the BharatNet vision of providing universal and affordable broadband access to every citizen of India which is one of the most critical and important action item for digital India. Broadband will not only help citizens connect with their friends, family and communities but also use the online tools and information to help find jobs, start businesses, access healthcare, education and financial services.

APSFL has appointed as Project Implementation Agency (PIA) for BharatNet Phase-II works.

INCAP has to carry out the Third Party Auditor (TPA) work for the scope of work mentioned in the PIA RFPs and implementation handbook, as approved by APSFL from time to time.

Detailed Scope of Work:

- a. Survey and Design
- b. Material Inspection
- c. Trenching and Pipe laying of Optical Fibre Cable – HDD works
- d. Pulling / Blowing of Optical Fibre Cable
- e. Stringing of Aerial OFC along with fixtures
- f. Civil and Electrical Infrastructure at GP, Mandal, NOC and DR-NOC
- g. Network Implementation – Active Network elements at GP & Mandal
- h. Network Implementation – Acceptance of NOC
- i. Certifying payments
- j. Go-Live for the Network (Connectivity from Mandal to GP)

- 6.3. **TA/DA:** No TA/DA is admissible for joining the assignment or on its completion. The Contract Employee will be allowed TA/DA on official tour other than official jurisdiction, if any, as per Corporation rules.
- 6.4. **Leave:** Paid leave of absence will be allowed at the rate of 1 day for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
- 6.5. No other allowances such as newspaper reimbursement, telecom facilities reimbursement shall be allowed during the period of contract.

7. Selection Procedure:

Selection of the suitable candidates for their engagement on contract basis shall be done on the basis of interview/interaction with the candidate. The posting of the selected candidates may be at any district within AP as per decision of HOD in the interest of service.

8. Working facilities to be provided:

Only the basic facilities/infrastructure will be provided to the Contract Employees.

9. Working hours:

Working Hours shall normally be from 10:30 AM to 05:00 PM during working days including half an hour lunch break in between. However, depending on the exigency of work and if required, the Contract Employees may have to reach office 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.

10. Confidentiality of data and documents:


- 10.1. The Contract Employees 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 Corporation.
- 10.2. The Contract Employees 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 this Corporation.
- 10.3. The Contract Employees shall sign an agreement of confidentiality with the Corporation under Government of Andhra Pradesh to this effect which shall contain a clause on Ethics and Integrity.

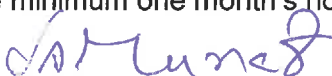
11. Conflict of Interest:


The Contract Employees appointed by this Corporation, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of this Corporation or Government of Andhra Pradesh. No Contract Employee would be permitted to take up any other assignment during the period of engagement.

12. Termination of Services:

The services of Contract Employee may be terminated at any time without assigning any reason, whatsoever. However, if the contract employee is not willing to continue for whatsoever reasons, he shall give minimum one month's notice to this Corporation.


Exe. Admin


Advisor (Technical)


PD (TPA)

2. Eligibility:

- 2.1. The candidates should have retired from Central Government Ministries/ Departments, its attached subordinate offices/ PSU having experience of function of Govt. Offices.
- 2.2. The Candidate who has retired from the post of AGM/ JTO from BSNL/ MTNL/ ITI is eligible for engagement on contract basis.
- 2.3. The Candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel, & MS Power Point, etc.,

3. Period of Engagement:

- 3.1. The retired person shall be appointed/ engaged on a short-term contract basis initially for a period of Three months. Depending on the project, based on his/her performance and requirement of his/her service, the contract can be further extended. The assessment of Head of respective unit shall be final in this regard.
- 3.2. The engagement of Contract employees services would be of a temporary nature and will be deployed in the project, may be extended or terminated depending on the project requirement.

3.3. Vacancies:

- 3.3.1. **Kurnool – 1**
- 3.3.2. **Krishna – 1**
- 3.3.3. **Guntur – 1**
- 3.3.4. **Prakasam – 1**
- 3.3.5. **Nellore – 1**
- 3.3.6. **Head Office - 1**

4. Age Limit:

The candidate should not be more than 65 years of age on the date of his/her engagement.

5. Remuneration:

- 5.1. There will be no annual increment / percentage increase during the contract period. Only consolidated pay of Rs. 25000/- only and will be decided by Committee depending on experience and capability.
- 5.2. The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source and for this Corporation will issue TDS certificate.
- 5.3. No DA (Dearness Allowance) shall be allowed during the period of contract.

6. Allowances:

- 6.1. **Accommodations/HRA:** No accommodation or No HRA (House Rent Allowance) will be provided by the Corporation.
- 6.2. **Transportation Allowance:** A fixed Transport allowance of Rs. 5000/- for employees retired for the purpose of commuting in the jurisdiction of work shall be paid. 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 Transportation Allowance.

Annexure-II

Application for engagement of Contract Employees in Infrastructure Corporation of Andhra Pradesh/Third Party Audit, Vijayawada, Andhra Pradesh.

Recent
Passport
Photograph
(Self attested)

01.	Full Name (in Block Letters)	
02.	Father's / Husband's Name	
03.	Date of Birth	
04.	Contract Details	Mobile/Tel. E-mail
05.	Address for communication	
06.	Present Residential Address	
07.	Date of Joining of Govt. Services	
08.	Age as on date	
09.	Whether having Benchmark Disability	
10.	Date of Retirement and the post from which retired (Please enclose copy of retirement order)	
11.	Name of the Ministry/Department from which retired	
12.	Last pay Drawn (Please enclose copy)	
13.	Education/Technical Qualifications	
14.	P.P.O No.(Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Brief particulars of experience Relevant experience may be shown separately. (A separate sheet may be annexed)	
17.	Additional information, if any, in support of your suitability for the post	

I hereby declare that 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 at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Competent Authority, INCAP, GoAP. I have read this circular and accept all the terms and conditions for engagement of Contract Employees.

Date:

Signature:

Place:

Full Name: