

**TERMS OF REFERENCE FOR
Application from Individuals for Appointment as Consultant in MTNL**

1. Mahanagar Telephone Nigam Limited is a Navratna PSU under Ministry of Telecommunication providing a wide array of Telecom & IT services in the Metro cities of Delhi & Mumbai.
2. MTNL intends to engage (one) experienced individual as a Consultant with knowledge in Accounts & Finance matters.

3. Scope of Work/Job Responsibility:

- 3.1. Accounts & Finance matters of the Company especially in the field of Accounting, IndAS and Company Laws related matters and their Implementation, Internal Financial Control Systems, Statutory Audit, CAG Audit & SEBI Compliances, etc.

4. Eligibility Criteria:

- 4.1. Retired Employee(s) of PSU/Autonomous Body/ Central Government having retired from the post of DGM(Finance) and above in Central PSU(Regular E-6 or above)/ JAG & above in Central Government from Finance stream or equivalent, having sufficient experience & expertise for the job & requirement under reference. The person should have worked as head of accounts division at Corporate Office for minimum period of two years and supervised the annual accounts closure work independently. Preference will be given to those individuals who have previous experience in implementation of IndAS or USGAAP based accounts in a Central PSU having a turnover of more than 1000 Crs.

5. Age Limit:

- 5.1. Maximum Age Limit shall be 65 years as on last date for submission of application.

6. Terms of Appointment:

- 6.1. The appointment will be purely on a short term contract basis initially for a period of six months which can be further extended based on requirement and performance. However, MTNL can discontinue the contract at anytime by giving 30 days' notice.
- 6.2. Selection shall be based on the qualifications/experience on the recommendation of the committee to be constituted for the purpose.
- 6.3. The consultant(s) so engaged by MTNL shall in no case represent or give opinion or advice to others in any matter that are adverse to the interest of MTNL.
- 6.4. The Consultant(s) would not divulge any information gathered during the period of assignment to any unauthorized person even after completion of assignment.

7. Terms of Payment:

- 7.1. The consolidated fee payable shall be the difference between last pay drawn plus DA and Pension plus DA or a lumpsum amount of Rs.51,000/-, whichever is less.
 - 7.2. Existing employee of MTNL residing in MTNL owned accommodation, if engaged as a consultant, can retain the MTNL accommodation during the contract period by paying six times of usual license fee.
 - 7.3. No other charges shall be admissible.
 - 7.4. Income Tax or any other tax liable to be deducted as per prevailing rules, will be deducted at source before effecting the payment for which MTNL will issue TDS certificate.
 - 7.5. Casual Leave on pro-rata basis will be admissible for the period of contract upto a maximum of 12 in a year.
8. MTNL Reserves the right to cancel the advertisement and/or not to proceed with the matter and/or to accept or reject any or all applications, at any stage without giving any reasons, whatsoever.

9. Termination of Agreement:

- 9.1. The consultant is unable to address the assigned works.
- 9.2. Quality of the assigned works is not to the satisfaction of MTNL.
- 9.3. The Consultant fails in timely achievement of the milestones as decided by MTNL.
- 9.4. The Consultant is found lacking in honesty and integrity.
- 9.5. MTNL reserves the right to terminate the contract by giving 30 days notice.

Termination shall be effected by written notice served on the Consultant and shall take effect in 30 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.