



**Government of India**  
**Ministry of Defence**  
**Defence Research & Development Organisation (DRDO)**  
**Centre for Military Airworthiness & Certification (CEMILAC)**  
**Marathahalli Colony, Bengaluru - 560 037**

Advt No. : CEMILAC/5921/HRD/MPM (Retired Manpower)

Dated : 07 Sep 2022

**Sub : Engagement of Retired Government Officials as Consultant on Contract basis in DRDO  
inviting applications thereof - reg.**

1. DRDO invites applications from retired officials from Central Government/ State Government/ PSU/ Autonomous Bodies having considerable experience of functioning of Central Government Ministries / Departments for engagement as Consultant on short term contract basis. The relevant details and eligibility criteria are given below:

Sl. No.	Post Code	No. of Posts	Pay Level of Retired Official	Category	Terms of Reference (TOR)	Location
1.	2020/CEMILAC/043	1	Level - 14	Technical	Refer Annexure - 01	Bengaluru
2.	2022/CEMILAC/088	1	Level - 13	Technical	Refer Annexure - 02	Bengaluru
3.	2020/CEMILAC/044	1	Level - 11 & above	Technical	Refer Annexure - 03	Bengaluru
4.	2022/CEMILAC/087	1	Level - 11	Admin	Refer Annexure - 04	Nasik

**(a) Tenure of Contract:** One / Two year(s)

**(b) Experience:**

- (i) Officers / Officials who have retired from Central / State Govts. PSUs. Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge and experience in the field for which he / she is applying (as per TOR).
- (ii) Persons possessing experience of having worked with DRDO would be accorded preference during selection / appointment.
- (iii) He / She should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his / her areas of work.

**(c) Age-Limit:** The maximum age limit for all categories of retired Govt. employees for applying will be 63 years as on closing date of application.

**(d) Remuneration & Allowances:**

- (i) **Remuneration and conveyance allowance for Pensioners:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of contract. There will be no annual increment / percentage increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed as mentioned below:

Rs. 3,000/- up to Pay Level - 11

Rs. 5,000/- for Pay Level from Level - 12 to 14 and above.

- (ii) **Remuneration and conveyance allowance for Non-pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

Sr. No.	Pay Scales (Pay Scales of Employees Retired from PSUs)	* Equivalent Pay Scales of 7 <sup>th</sup> CPC	Remuneration	Conveyance Allowance
(a)	Rs. 1,00,000 - Rs. 2,60,000/-	Level 14	Rs. 75,000/-	Rs. 5,000/-
(b)	Rs. 80,000 - Rs. 2,20,000/- Rs. 90,000 - Rs. 2,40,000/-	Level 12 Level 13 / 13A	Rs. 60,000/-	Rs. 5,000/-
(c)	Rs. 70,000 - Rs. 2,00,000/-	Level 11	Rs. 50,000/-	Rs. 3,000/-

\* *Equivalence is prepared based on the pay matrix of 7<sup>th</sup> CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration / conveyance allowance.*

- (iii) No retired Government Servant shall be eligible for appointment as a Consultant unless there is a gap of fifteen (15) days between his / her retirement and appointment as Consultant.

2. Interested eligible retired officials of Central Government / State Government / PSU / Autonomous Bodies may submit their applications in the enclosed format (**Appendix - A**) along with copy of documents as referred in the application to the Director. The address is as follows:

The Chief Executive (Airworthiness)  
Centre for Military Airworthiness and Certification (CEMILAC)  
DRDO, Ministry of Defence  
Govt. of India, Marathahalli Colony Post  
Bengaluru - 560 037  
Phone No.: 080-25121123 / 1108  
Fax: 080-25235131

The applications can also be sent by e-mail: [hrd.cemilac@gov.in](mailto:hrd.cemilac@gov.in) with the subject line "Application for Consultant". Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically.

3. The broad terms and conditions of the contract is annexed (**Refer Appendix - B**) which is also required to be submitted along with **Appendix - 'A'**.

4. **Candidates applying for more than one Post Code required to submit separate application for each Post Code.**

5. **Cutoff date for receipt of application is 21 days from the date of publication of this advertisement in Newspaper / Internet.**

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Lab	CEMILAC, Bangalore
Category	Technical
Pay Level of Retired Official	Level 14
Starting Date	01 Jan 2022 or from the date of issue of appointment letter.
Duration	Two years

### TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

<b>(i)</b>	<b>Whether the proposed engagement is against vacant post or for specific work or project</b>
	Specific work
<b>(ii)</b>	<b>Precise statement of objectives for appointment of Consultant</b>
	<p>CEMILAC is presently entrusted with the responsibility of providing certification coverage for the <b>Remotely Piloted Strike Aircrafts, Advanced Medium Combat Aircraft (AMCA)</b>, LCA AF Mk-2 and Integration of various Missile / bombs on fighter aircraft. These projects involve certification of advanced technologies like Stealth structures / Airframe (statics &amp; dynamics), internal weapon bay, landing gear and integration of power plant etc. Various DRDO laboratories, Public sector units, other government organizations and academic institutions are developing various equipment / sub-systems / systems for the above-mentioned platforms. Indigenization of critical technologies like ejection seat, launchers for airborne stores, landing gears, flight control actuators, control stick, radome, stealth materials are being taken up by various DRDO laboratories. CEMILAC provides concurrent certification for all these design and development activities.</p> <p>In the recent past, CEMILAC has observed increased retirements of Senior Officer / Designer / Certification personnel in the Aeronautical discipline and was also unable to realize the Consultant through recruitment at Junior Level for smooth transition of expertise. This has resulted in exodus of knowledgeable manpower for certification of critical systems.</p> <p>The above projected activities necessitate the requirement of dedicated and experienced manpower to provide timely certification coverage to the D&amp;D activities. Since the existing manpower is very meagre to handle these projects, it is proposed to utilize expertise of experienced personnel in the field of design, development and testing of airborne systems / equipment by engaging them as consultants to support the airworthiness certification activities.</p>
<b>(a)</b>	<b>Discipline or domain, where engagement of consultant is required</b>
	<p>Essential Qualification : Graduate Degree (B.E / B.Tech) or its equivalent in Aeronautical / Aerospace / Mechanical Engineering.</p> <p>Desirable M.E / M.Tech in Aeronautical / Aerospace / Mechanical Engineering.</p>
<b>(b)</b>	<b>The expertise / skills / knowledge required for engagement as consultant</b>
	<ul style="list-style-type: none"> <li>• The consultant should have more than <b>30</b> years of experience in the field of certification of aeronautical systems, hydraulic systems and landing gear systems.</li> <li>• The consultant should also have experience of aero mechanical aspects of weapon integration.</li> <li>• Experience in projects like Unmanned Aerial Vehicle (UAVs), LCA/HJT-36/HTT-40/Kiran / AEW&amp;C / Jaguar / Mirage and ALH.</li> <li>• Knowledge of military standards, guide lines of airborne stores and knowledge of airworthiness certification requirements.</li> <li>• Preference will be given to persons retired from DRDO, ADA, PSUs &amp; CSIR Labs.</li> </ul>

<b>(iii)</b>	<b>Outline of tasks to be carried out</b>
	<ul style="list-style-type: none"> <li>➤ Evolving of certification requirements for airframe, weapon integration on fighter aircraft, airborne launchers, stealth structures and store suspension equipment for fifth generation military fighter aircrafts and Unmanned Aerial Combat Vehicles (UACV).</li> <li>➤ Participation in the design reviews of airframe, power plant with fuel systems, various mechanical systems /sub-systems and share their experience towards optimization of testing, simulator and certification requirements.</li> <li>➤ Finalization of qualification test matrix and preparation of test schedules</li> <li>➤ Review of qualification test results of airframe and mechanical systems / LRUs</li> <li>➤ System Safety analysis and preparation of failure mode effect &amp; criticality analysis of various mechanical systems.</li> <li>➤ Preparation of airworthiness clearance for various mechanical system LRUs for military fighter aircrafts and UACVs.</li> <li>➤ Tailoring of certification standards for state-of-the-art aircraft technologies based on the QRs of the platform for Indian Regional atmosphere.</li> </ul>
<b>iv)</b>	<b>Estimated time period required for completion of tasks</b>
	Two years

Lab	CEMILAC, Bangalore
Category	General
Pay Level of Retired Official	Level 13
Starting Date	01 Jan 2022 or from the date of issue of appointment letter.
Duration	Two years

### TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

<b>(i)</b>	Whether the proposed engagement is against vacant post or for specific work or project
	Specific work
<b>(ii)</b>	Precise statement of objectives for appointment of Consultant.
	CEMILAC is vested with the responsibility of providing airworthiness certification to Military Airborne subsystems. This involves safety of flight and prevention of collateral damage during flight testing, design and development phase. There is also requirement to collate all Defect Investigation and Court of Inquiry to derive important lessons for prevention of such occurrence in future. As CEMILAC deals with Military Aviation requirement especially helicopters, it would be prudent to hire an Ex-military helicopter pilot who has good knowledge and experience in flight safety. Towards this there is a requirement of an experienced military aviator with the background of Flight Safety & Airworthiness along with experience of dealing with production agencies.
<b>(a)</b>	Discipline or domain, where engagement of consultant is required
	<p>a) <b>Essential Qualification:</b> Military Helicopter pilot with a Graduate Degree (Any discipline), Flying rating of MG in ALH flying, Good flight safety record, qualified in flight safety and accident investigation, experience in dealing with design &amp; development agency HAL and Experience in Air to Ground missile project.</p> <p>b) <b>Desirable Qualification:</b> Worked with DRDO Weapon projects, experience in certification, experience of flying helicopters including ALH.</p>
<b>(b)</b>	The expertise / skills / knowledge required for engagement as consultant.
	<p>The pilot consultant should have the following experience for the engagement:</p> <p>a) The consultant should have up to 25 years of experience in flying helicopters and should have 2000 Hrs of flying experience and specifically flown ALH and have a rating of MG.</p> <p>b) Should possess the skill and experience of working in R&amp;D, dealing with production agency, carrying out trials and experience of ab-initio deployment of helicopters in services.</p>

	<ul style="list-style-type: none"> <li>c) Experience in flight safety and accidental investigation.</li> <li>d) Experienced in airworthiness certification of Helicopters.</li> <li>e) Knowledge in Military standards for Helicopter and guidelines for airborne stores.</li> <li>f) Experienced in Weapon integration and flight trials on ALH and its variants.</li> <li>g) Preferably past experience of working in DRDO Lab.</li> <li>h) Should be willing to travel Pan India.</li> </ul>
<b>(iii)</b>	<p>Outline of tasks to be carried out</p> <ul style="list-style-type: none"> <li>a) Participate in weapon integration and testing.</li> <li>b) Evolving of flight-testing requirements of indigenous weapons of Helicopters in line with DDPMAS.</li> <li>c) Participation in Test Adequacy Review Boards (TARB) and Post Flight Analysis to ensure flight safety.</li> <li>d) Carry out analysis on collated Air Accident incidents / accidents.</li> <li>e) Provide advice on Test cases for coverage and feasibility during various flight trials.</li> <li>f) Participate in upgradation and Maintenance philosophy of Helicopters.</li> </ul>
<b>iv)</b>	Estimated time period required for completion of tasks
	Two years extendable up to Five

Lab	CEMILAC, Bangalore
Category	Technical
Pay Level of Retired Official	11 and above
Starting Date	01 Apr 2021 or from the date of issue of appointment letter
Duration	Three years

### TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

<b>(i)</b>	<b>Whether the proposed engagement is against vacant post or for specific work or project</b>
	- The proposed engagement is for a specific projects. The project is the certification of Unmanned air system designed and developed by DRDO. This includes R-II, SWiFT and RPCA.
<b>(ii)</b>	<b>Precise statement of objectives for appointment of Consultant</b>
	- The consultant will provide support to the RCMA (APS) offices for certification of various electronics, electrical and instrumentation systems of airborne and ground control systems.
<b>(a)</b>	<b>Discipline or domain, where engagement of consultant is required</b>
	Essential Qualification : Graduate Degree (B.E/B.Tech) in Electronics, Communication and Electrical Systems. Desirable (M.E/M.Tech) in Electronics, Communication & Electrical Systems.
<b>(b)</b>	<b>The expertise / skills / knowledge required for engagement as consultant</b>
	<ul style="list-style-type: none"> <li>• <b><u>Experience</u></b> B.Tech / M.Tech in Electronics, Communication and Electrical Systems with 25 years of experience in design, development, testing and certification of avionics.</li> <li>• <b><u>Knowledge / Expertise</u></b> <ul style="list-style-type: none"> <li>• Knowledge in avionics design, realization, integration and testing</li> <li>• Experience in the productionization and continued support</li> <li>• Knowledge in certification practices</li> <li>• Knowledge in civil and military aviation standards and tailoring process.</li> </ul> </li> </ul>
<b>(iii)</b>	<b>Outline of tasks to be carried out</b>
	<p>The Consultant shall carrying out the following tasks : -</p> <ul style="list-style-type: none"> <li>- Review of requirement specification documents and mapping to the hardware technical specification.</li> <li>- Study of various analysis (thermal, EMI / EMC, reliability)</li> <li>- Review of functional test plan and SOFT.</li> <li>- Review of build standard</li> <li>- Finalization of qualification test plan for approval.</li> <li>- Participation in important certification related testing including integration testing.</li> <li>- Study the Functional, SOFT, QT and integration test reports.</li> </ul>
<b>iv)</b>	<b>Estimated time period required for completion of tasks</b>
	36 months

Lab	RCMA(Nasik), Nasik
Category	Administration
Pay Level of Retired Official	11
Starting Date	01 May 2022 or from the date of issue of appointment letter
Duration	Initially for One Year (Extendable for Second Year, as decided by the Competent Authority).

### Terms of Reference (TOR) for Engagement of Consultants

- (i) Whether the proposed engagement is against vacant post or for specific work or project:-

The proposed engagement of Admin Consultant is not against vacant post but for the specific work.

- (ii) Precise statement of Objectives for appointment of Consultant:-

CEMILAC, Bangalore is controlling body for 14 RCMA's which are situated across the country. The Outstation RCMA's are self-accounting establishments and CEMILAC is exercising the supervisory control over these RCMA's. All administrative and budgetary related activities for outstation RCMA's are monitored / supported independently by Regional Directors of RCMA.

In the recent past, RCMA(Nasik) has lost only One Admin Assistant who has been promoted to STA 'B' through LDCE and also has observed increased retirements of Senior Officers in the Administrative and allied discipline and was also unable to realize the Officers through recruitment at Junior Level for smooth transition of expertise. This has resulted in exodus of knowledgeable manpower for dealing with various administrative, budgetary and purchase management activities.

For carrying out tasks efficiently related to Administration and accounts as there is no manpower available in Admin Cadre of any rank to carry out the day to day work and smooth functioning of this Establishment, a retired govt. employee is urgently needed.

- a) Discipline or domain, where engagement of consultant is required.

Essential Qualification : Any degree from recognized University  
Administrative & Establishment matters, DPC & LDCE, Pay Fixation & Pension and Court Cases related to these domains

- b) The expertise/skills/knowledge required for engagement as consultant.

The consultant should have thorough knowledge and expertise in handling administration and accounts with an experience of about 20 years. In addition to this, he should also have knowledge about conduct of DPC and LDCE, maintaining reservation rosters in Govt. promotion schemes (DPC & LDCE based FCS) and related legal matters. The consultant should have experience of independently dealing with subject matter as a Head of the Group / Division in the Department.

- (iii) Outline of the tasks to be carried out: -

Details of work to be carried out by the consultant will be as follows:



### **ADMIN SECTION :**

- a) Service Book Entry i.e employee service particulars like Promotion, Pay Fixation, LTC, MACP and Leave etc. in-Service Book of officers and staff, entry in all auditable registers etc.
- b) Formalities of Joining, Promotion, resignation and retirement etc., Preparation of Pension Papers, Movement Order Daily Order Part - I & II, Noting, Drafting, Office Order / Circular and Inter Office Note (ION) etc.
- c) Correspondence pertaining to DPC, MACP, Seniority of Admin & Allied and DRTC Cadres, Quarterly Strength Return, Court cases, Income tax, GeM, Monthly Returns (on provision of Pension and Gratuity) and Day-to-Day correspondence etc.,

### **ACCOUNTS SECTION :**

- a) Cash Book Entry (Public Fund) and Imprest Account). Preparation of Monthly Expenditure Report (MER). Cash disbursement and correspondence related to Budget (for requirement and intimation of its status).
  - b) Preparation of Bills of LP / Stores, MISC, TA-DA advance, final claim, Pay & Allowances bills such as pay bills, Arrears of Pay, GPF withdrawal, Children education allowance, News Paper allowance, Medical, Training, residential telephone bill allowance, LTC (Leave Travel Concession) etc.
  - c) Compiling Income Tax data on quarterly basis, Verification & preparation of Income Tax statement (Provisional and Final) and issuance of form 16 etc.
- (iv) **Estimate time period required for completion of tasks - 01 Year.**

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES  
AS CONSULTANT IN DRDO.**

- 1) Name in Full :
- 2) Date of Superannuation :
- 3) Designation at the time of Superannuation :
- 4) Basic Pay & Grade Pay / Pay Level at the time of Superannuation. :
- 5) Name of the Organization last served with Address. :
- 6) Date of Birth :
- 7) Age (As on closing date of advertisement) :
- 8) Gender (Male / Female) :
- 9) Address for Correspondence :

Email :

Contact No (Landline) : Mobile No :

- 10) Educational Qualification (Graduation onwards) :

- 11) Areas of Research :

*(for Scientific / Technical posts)*

Area of Specialization  
*(for Admin Posts) :*

- 12) Complete record of services rendered in Organizations / Estts before superannuation:  
*(with special reference to the experience in the level of post for which application is made)*

Post Held with Pay Level	From	To	Subjects Handled (in brief)

- 13) Complete list of published books / monographs :  
Research papers etc. (*for Scientific /  
Technological posts only*)
- 14) Details of Knowledge of Computer :
- 15) Any other relevant information :  
(*please enclose separate sheets, if required*)

### **DECLARATION**

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, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

(Signature of the Applicant)

Date :

Following documents are to be enclosed by the applicant

1. Identity Proof
2. Proof of Address
3. Copy of P.P.O
4. Copy of proofs of Educational Qualification
5. Copy of Service Verification Certificate

**TERMS AND CONDITIONS**

**FOR ENGAGEMENT AS CONSULTANT IN THE LABS / ESTTS / UNITS OF DRDO**

1. The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him / her by the Director of the concerned Lab / Estts / Unit, where he is engaged.
2. The working hours would be that of the working hours of the Lab / Estts / Unit where he is engaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits / leave will be granted.
4. The consultancy will start for a period of one year from the date he / she enters into the contract agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI letter dated 06 July 2022, subject to the ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him at the current rate of DA. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
7. The consultant shall perform his / her obligations under his / her consultancy with all necessary skills, diligence, efficiency and economy.
8. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
9. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/ her by DRDO in his / her capacity as Consultant.
10. The Department shall not be responsible for any loss, accident, damages / injury suffered by him / her whatsoever arising in or out of the execution of his / her work, including travel.
11. Consultant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt. employees.
12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
13. During the terms of the consultancy, he / she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs.

**DECLARATION**

I ..... (Name of the Consultant), S/O..... Hereby agree unconditionally with all above referred Terms & Conditions for engagement as consultant in DRDO.

(Signature of the Applicant)

Name :

Date :

Place :