



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Chief Construction Engineer (R&D) Estates, North, Chandigarh
M-1026, First Floor, Sector- 29A, Chandigarh-160030

Advt No.: 2022/DCWE/120

Dated: 20 Oct 2022

Sub: Engagement of retired Government Officials as 'Consultant' on Contract Basis in DRDO inviting applications thereof: Regarding

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:

S. No	Post Code	No. of Posts.	Pay Level of Retired Official	Category	Terms of Reference (TOR)	Location
01	2022/DCWE/120	01	12/13	Technical	Enclosed (Annexure-I)	Chandigarh

- (a) **Tenure of Contract** :One year and extendable as per norms.
- (b) **Experience:**
- (i) Officers/ Officials who have retired from Central/ State Govts. PSUs. Autonomous Bodies, Universities, Govt. R&D Organization 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. 5,000/- for pay Level from level – 12/13 and above.

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

S. No	Pay Scales (Pay Scales of Employee Retired from PSUs)	*Equivalent Pay Scales of 7th CPC	Remuneration	Conveyance Allowance
01	Rs. 80,000- Rs. 2,20,000/- Rs. 90,000- Rs. 2,40,000/-	Level- 12 Level- 13/13A	60,000/-	5,000/-

*Equivalence is prepared based on the pay matrix of 7th 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:

Chief Construction Engineer (R&D) Estates, North, Chandigarh
Government of India, Ministry of Defence,
Defence Research & Development Organisation (DRDO)
M-1026, First Floor, Sector- 29A, Chandigarh-160030
Phone No: 0172-2672000, 2653824
Fax No: 0172-2651100

The applications can also be sent by e-mail: cceestn.estates@gov.in in with the subject line "Application for Consultant". Incomplete / ineligible applications/ applications sent to address other than mentioned addressed or application received after closing date will be rejected automatically.

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

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

ANNEXURE- I

Lab	CCE (R&D) Estates, North, Chandigarh
Category	Technical
Pay level of Retired Official	Level 12/13
Starting Date	01 st Dec 2022 or from the date of issue of appointment letter
Duration	One year and extendable as per norms

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 consultant is for specific works / assignments.
(ii)	Precise statement of Objectives for appointment of consultant:
(a)	Discipline or domain, where engagement of consultant is required
	Works Services, Estate Management and Land Matters (Category: Technical)
(b)	The expertise / skills / knowledge required for engagement as consultant.
	<p><u>Qualification</u></p> <ul style="list-style-type: none"> • Civil / Electrical / Mechanical Engineering degree from a recognised university. <p><u>Experience (Mandatory)</u></p> <ul style="list-style-type: none"> • Work experience in Corps of Engineers / MES/ DRDO / CPWD / PWD / Similar Government Engineering Departments at pay scales 12 / 13 for minimum seven years. • Knowledge of DSR / SSR / Similar Estimation Systems / Modules. • Knowledge of Defence Works Procedure / Similar Procedures followed in Works Departments of other Organisations. • Awareness about latest engineering construction methodologies / practices being followed for new as well as maintenance works. • Knowledge of GFR / CVC Guidelines for tendering and procurement of goods & services. • Knowledge and Experience of E-tendering / GeM. • Experience of Estimation of the Capital & Revenue Works (including Estate Management). • Experience of Scrutiny of Estimates & Bills. • Knowledge and experience of Documentation & Records required for the Material Management & Civil Projects. • Preparation and execution of annual maintenance programme. • Knowledge and Experience of Works Supervision & Monitoring of Project Sites / Maintenance Works. <p><u>Experience (Preferable)</u></p>

	<ul style="list-style-type: none"> • Knowledge of Scales of Accommodation for Defence Services. • Knowledge and Experience of Municipality Bye-Laws relating to Construction & Maintenance of Civil Infrastructure. • Knowledge and experience of handling arbitrations, court cases and legal matter related to Civil Works, Land and Estate Management. • Experience of Works Services in / with DRDO. • Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures / entitlements of the hired Labour. • Knowledge and Experience of Estate Management Practices like; Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch & Ward Services. • Experience of handling Test Audit / Local Audit of Works and replying to the observations & their settlement. • Knowledge and experience of dealing with Land Acquiring, Maintenance of Land Registers, Hiring of Land / Buildings, Preparation of Agreements, Commercial Use of Government Properties.
(iii)	Outline of the tasks to be carried out:
	<p>The discipline / domain where working of consultant is required are:</p> <p>(a) Preparation of standard templates for tendering for various categories of works:</p> <ul style="list-style-type: none"> • Operation & Maintenance of E/M Infrastructure Services. • Term Contracts / Periodical Services. • General Conditions of Contracts (GCC). • Special Conditions of Contract (SCC). • Management of Transit Facilities / Guest Houses. • Watch & Ward Services. • Conservancy Services. • Environmental Improvement Services. • AMC of the equipment / appliances. <p>(b) Preparation of standard check lists / procedures for:</p> <ul style="list-style-type: none"> • Estimates of Proposals of Works. • Scrutiny of the Estimates of Works. • Tender Evaluation & Award of Tender. • Preparation of Quality Assurance Plans for the Estate Management & Civil Works. • Scrutiny of RAR's & Final Bills. • Standard note sheets at every required stage of tendering / payment of bills. • Formulating Bills tracking methodology from receipt to disbursal till informing the service providers. • Formulating strategies for safety management on work sites. • Formulating SOP for establishment and maintenance of work sites. • Preparation of Operative Guidelines and terms & conditions for various types of works. • Hiring of Properties.

	<ul style="list-style-type: none"> • Maintaining various administrative and financial documents & records. • Fixing of cost indices for material & hiring of manpower for the various stations under the area of jurisdiction of CCE (R&D) Estates, North, Chandigarh as per authorised norms and in liaison with CPWD, Other Govt. Authorities / Market Survey / Local Rules. • Allotment of Accommodation (both residential and transit). • Ensuring disbursement of legal dues and welfare of the Labour hired. • SOP on Commercial use of Government Properties. • Ensuring adherence to time and cost schedules. <p>(c) Preparation and maintenance of:</p> <ul style="list-style-type: none"> • Preparation of land records & land registers (in liaison with the various revenue, DGDE offices, administrative, user labs and civil authorities). • Designing of various standard formats to be used at each EMU and work site. • Preparation of standard items with complete specifications for centralized procurement for transit / common facilities and fixing of their rates. • Fixing of norms for manpower authorization for various Estate Management Works. • Fixing of shelf life of various items used in the transit facilities / civil infrastructure assets and their condemnation / demolition procedure. • Standardization of re-appropriation of use of Govt. Properties, identification of all such pending issues and approval of the competent authority. • Formulating methodology / standards for taking correct measurements and their scrutiny. • Streamlining dak management system with feedback & actions taken thereof.
(iv)	Estimated time period required for completion of Tasks
	<ul style="list-style-type: none"> • One year and extendable as per norms.

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 this circular and ready to accept all the terms and conditions for engagement of consultant.

(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 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 in to the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Gol letter dated 06 July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more that 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.

Dated :

(Signature of Applicant)

Place :

Name :