



**Government of India**  
**Ministry of Defence**  
**Defence Research & Development Organisation (DRDO)**  
**Naval Physical and Oceanographic Laboratory**  
**Thrikkakara P.O., Kochi - 682 021**

Advt. No. NPOL/A/RAC/Consultants/2022

Dated: 20 September 2022

**CIRCULAR**

**Subject:** Engagement of retired Government officials as Consultant on contract basis in NPOL (DRDO): Inviting applications thereof - reg.

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 Consultants on short term contract basis, to be positioned in **Naval Physical and Oceanographic Laboratory located at Kochi**. The relevant details and eligibility criteria are given below:

Post Code	Pay Level retired official	Category	Terms of Reference (TOR) enclosed at	Contract duration
NPOL/01	Level 08	Admin	Appendix-A	Initially for one year and extendable as per norms
NPOL/02	Level 10	Admin	Appendix-B	
NPOL/03	Level 11	Technical	Appendix-C	
NPOL/04	Level 11	Technical	Appendix-D	
NPOL/05	Level 12	Technical	Appendix-E	

**Experience:**

- a) Officers/Officials who have retired from Central/State Government / 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 Terms of Reference for the position.
- b) Persons possessing experience of having worked with DRDO would be accorded preference during selection / appointment.
- c) 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.

**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.

**Remuneration:**

The details of Remuneration and Conveyance Allowance are as follows:

- (a) **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 the 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 at Rs. 3000/- upto Pay Level 11 and at Rs. 5000/- for Pay Level 12.

(b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed consolidated monthly remuneration shall be admissible as follows:

Post Code	Pay Level of the position	Equivalent Pay Scales of Employees retired from PSUs	Consolidated remuneration per month	Conveyance Allowance
NPOL/01	Level 08	Rs. 50,000 - Rs. 1,60,000/-	Rs. 40,000/-	Rs. 3000/-
NPOL/02	Level 10	Rs. 60,000 - Rs. 1,80,000/-	Rs. 40,000/-	Rs. 3000/-
NPOL/03	Level 11	Rs. 70,000 - Rs. 2,00,000/-	Rs. 50,000/-	Rs. 3000/-
NPOL/04	Level 11	Rs. 70,000 - Rs. 2,00,000/-	Rs. 50,000/-	Rs. 3000/-
NPOL/05	Level 12	Rs. 80,000 - Rs. 2,20,000/-	Rs. 60,000/-	Rs. 5000/-

The amount shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

(c) Consultants shall not be entitled to any kind of allowance/benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement etc. However, should they require to travel inside the country in connection with the official work of the organization, he/she would be entitled to TA/DA at the rate commensurate with his/her Grade Pay/Pay Level (as may be applicable) from which he/she retired.

(d) **Drawal of Pension:** A retired Govt. official appointed as a Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as a Consultant, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment.

2. 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. The broad terms and conditions of the contract is annexed at **Annexure - I**

3. Interested and eligible retired officials of Central Government/State Government/PSU/Autonomous bodies may submit their duly completed applications in the format enclosed at **Annexure - II** along with copy of documents as referred in the application to the Director, NPOL (DRDO), Thrikkakara P.O, Kochi - 682 021, so as to reach within a period of 21 days from the date of publication of this advertisement. The applications along with supporting documents can also be sent by email to [admin.npol@gov.in](mailto:admin.npol@gov.in) within the above stipulated period.

**List of Enclosures:**

Enclosure	Subject/Matter
Appendix-A	Terms of Reference for Post Code NPOL/01
Appendix-B	Terms of Reference for Post Code NPOL/02
Appendix-C	Terms of Reference for Post Code NPOL/03
Appendix-D	Terms of Reference for Post Code NPOL/04
Appendix-E	Terms of Reference for Post Code NPOL/05
Annexure - I	Broad Terms and Conditions of the Contract
Annexure - II	Proforma of Application

**DIRECTOR  
NPOL, KOCHI**

**Terms of Reference (TOR) for Engagement of Consultant (Level -8) Post Code NPOL/01**

<b>(i)</b> Whether the proposed engagement is against vacant post or for specific work or project : specific work for the project
For an ongoing project
<b>(ii)</b> Precise statement of Objectives for appointment of Consultant:
No manpower is allotted for the project to meet requirement of project administration. To augment this constraint from the retired employees who have experience and expertise to meet the correspondence with HQ, Indian Navy and other establishments.
(a) Discipline or domain, where engagement of consultant is required: Administrative / secretariat handling, Stenographic assistance/ documentation
(b) The expertise / skills / knowledge required for engagement as consultant: i. Knowledge of DRDO admin work / rules and protocols ii. Knowledge of MS office/upkeep of office documents.
<b>(iii)</b> Outline of the tasks to be carried out: (Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)
(a) With experience in the field of stenographer/ private secretary, the consultant will perform the day today/ routine activities on administrative matters/ documentation of the project activities  (b) The experience of the consultant will be utilized to manage project secretariat & admin matters, correspondences within NPOL, DRDO Hqrs and other collaborative organisations.
<b>(iv)</b> Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).
(a) The requirement is projected for the first 2 years of the project period.

**Terms of Reference (TOR) for Engagement of one Consultant (Level – 10) Post Code NPOL/02**

<b>(i) Whether the proposed engagement is against vacant post or for specific work or project :</b>
<p>The proposed engagement of Consultant is specifically for: -</p> <ul style="list-style-type: none"> <li>i) Monitoring government litigation pertaining to NPOL/DRDO in the matters of labour and industrial disputes, land acquisition, procurement, pension and service matters, with the objective of safeguarding interests of the Government.</li> <li>ii) Assist the Laboratory administration in timely completion of recruitment, selection, assessment and promotion matters of employees of all cadres as well as of auxiliary personnel.</li> </ul>
<b>(ii) Precise statement of Objectives for appointment of Consultant:</b>
<p>To safeguard interests of the Government in pending and/or fresh litigation before various courts and tribunals and to render administrative assistance in recruitment, assessment and promotion matters of employees and auxiliary personnel.</p>
<p>(a) Discipline or domain, where engagement of consultant is required: Administration – Handling of Government litigation and personnel management.</p>
<p>(b) The expertise / skills / knowledge required for engagement as consultant:</p> <ul style="list-style-type: none"> <li>i) The consultant should be conversant with Government rules and regulations, as well as relevant statutes and subordinate legislation particularly pertaining to Establishment and Administration including industrial relations. He/She should possess thorough knowledge of legal procedures with excellent drafting skills and prior experience in handling legal matters in the legal department of a Government of India concern/ Organization.</li> <li>ii) The consultant should be familiar with rules concerning reservation in service, pre-appointment formalities, framing and interpretation of recruitment rules/SROs, work related to departmental promotion committees and experience in employee's obligations under Apprentices Act, 1961 as amended from time to time.</li> </ul>
<p><b>(iii) Outline of the tasks to be carried out: (Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)</b></p> <p>The consultant is expected to support/provide assistance to Director, NPOL in:</p> <ul style="list-style-type: none"> <li>a) Preparation of para-wise comments/Affidavits/Counter Affidavits/Written Statements/Reply Statements pertaining to litigation before various courts/Tribunals including Industrial Tribunals.</li> <li>b) Assist in briefing the Central Government Standing Counsels/Asst. Solicitor General of India/Additional Solicitor General of India.</li> <li>c) Liaise with other stakeholders and preparation of correspondence for obtaining approvals from DRDO Head Quarters and M/o Law &amp; Justice for ensuring timely filing of submissions before the Courts.</li> <li>d) Maintenance and, upkeep of legal record / files including settlement of legal bills/fee and submission of periodic reports on active/settled matters updates on legal matters.</li> <li>e) Assist the Director in ensuring statutory compliance with various State and Central Govt. authorities, in the matter of personnel and general administration.</li> <li>f) Assist the laboratory administration in preparation and maintenance of reservation rosters, monitoring of status of filling of vacancies and pre-appointment formalities and annual projection of vacancies.</li> </ul>

- g) Assist the laboratory administration in constitution and conduct of assessment and promotion activities pertaining to LDCE, DPC etc. for all cadres.
- h) Assist the laboratory administration in selection and engagement of auxiliary personnel such as Research Fellows and Apprentices.
- i) Any other job in Personnel and Administration as may be assigned by Lab Director on need basis from time to time.

(iv) Estimated time period required for completion of Tasks: - (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

The estimated time period and deliverables for identified tasks are detailed below:

Sl No.	Activity/Task	Start Time	End Time	Deliverables
1.	Monitoring of Government Litigation	T0	T0 + 12 months (amenable for extension)	Court Filings (Parawise Comments/Reply Statements/ Counter Affidavits / Written Statements) and Correspondence achieved <b>each month</b> .
2.	Administrative assistance in Selection/Assessment/Engagement/DPC/LDCE etc	T0	T0 + 12 months	Numbers conducted <b>annually</b>
3.	Reservation Rosters / Pre-appointment formalities	T0	T0 + 12 months	Numbers completed / Appointments regularized <b>each quarter</b>

Therefore, a minimum period of **one year** is required for achieving the objectives of engaging Consultant. However, in the event of prolonged litigation or fresh litigation being received during the period of consultancy, or any other administrative exigency, the services of Consultant may be required to be further extended for another year or more as may be deemed necessary at the time.

**Terms of Reference (TOR) for Engagement of Consultants (Level – 11) Post Code NPOL/03**

(i) Whether the proposed engagement is against vacant post or for specific work or project :
<b>Specific work for an upcoming project.</b>
(ii) Precise statement of Objectives for appointment of Consultant:
<b>To Utilize the Domain Knowledge for Hull Mounted Sonar</b>
(a) Discipline or domain, where engagement of consultant is required: <b>Mechanical engineering aspects related to design of connectors &amp; enclosures</b>
(b) The expertise / skills / knowledge required for engagement as consultant: <ul style="list-style-type: none"> <li>i. Experience in generation and assembly drawings of sub systems.</li> <li>ii. Expertise in development of enclosures.</li> <li>iii. Expertise in development and testing of underwater connectors</li> <li>iv. Experience in monitoring fabrication of mechanical items</li> <li>v. Thorough knowledge in production of mechanical sub-systems</li> </ul>
(iii) Outline of the tasks to be carried out: (Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)
<ul style="list-style-type: none"> <li>(a) Design, Development of individual underwater connectors for specified elements.</li> <li>(b) Design, Development of rubber junction boxes (RJB) to house specified cores of cables.</li> <li>(c) Design and generation of detailed drawings for stave assembly and moulding of stave along with transducer elements.</li> <li>(d) Interaction with industries for the development of above mentioned items.</li> </ul>
(iv) Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).
(a) The completion of the above work will be done within two years of engagement

**Terms of Reference (TOR) for Engagement of Consultants (Level – 11) Post Code NPOL/04**

(i) Whether the proposed engagement is against vacant post or for specific work or project :
<b>For specific work and also for an upcoming project.</b>
(ii) Precise statement of Objectives for appointment of Consultant:
<b>To utilize the expertise, experience and domain knowledge for design enhancement of analog signal conditioning boards and for making Submarine Sonar Simulator system.</b>
(a) Discipline or domain, where engagement of consultant is required: <b>Electronics domain aspects related to design, testing and integration of analog signal conditioning boards and submarine sonar simulator system.</b>
(b) The expertise / skills / knowledge required for engagement as consultant: <ul style="list-style-type: none"> <li>i. Experience in assembly and installation of Sonar sub-systems subsystems onboard Naval platforms, preferably submarines.</li> <li>ii. Expertise in development, testing and clearing front end analog signal processing boards.</li> <li>iii. Expertise in testing and measurement of transducers.</li> <li>iv. Expertise in integration and clearing front end analog signal processing boards.</li> <li>v. Working knowledge in measuring and test instruments like Dual channel Oscilloscope, Automatic Test Equipment (ATE) etc.</li> <li>vi. Expertise in Signal/Noise simulator operations.</li> <li>vii. Experience in procurement procedures of DRDO.</li> </ul>
(iii) Outline of the tasks to be carried out: (Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)
Compilation and analysis of field test reports of transducers; design enhancement inputs and design review of signal conditioning aspects of specified sonar including integration, testing, quality checks and documentation. In addition, interaction with industries as well as procurement related activities are to be carried out by the Consultant.
(iv) Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment)
The total completion time for the proposed activities is approximately 2 years.

**Terms of Reference (TOR) for Engagement of Consultants (Level -12) Post Code NPOL/05**

(i) Whether the proposed engagement is against vacant post or for specific work or project :
<b>For an ongoing project</b>
(ii) Precise statement of Objectives for appointment of Consultant:
For the manpower requirement of the sanctioned project and leveraging the experience of the consultant in establishing the data centre, towards meeting the project milestones in a timely manner.
(a) Discipline or domain, where engagement of consultant is required: Computer science, experience in data centre establishment, operation & maintenance.
(b) The expertise / skills / knowledge required for engagement as consultant: <ul style="list-style-type: none"> <li>i. Experience data centre establishment, operation &amp; maintenance</li> <li>ii. Experience in Date base administration.</li> <li>iii. Knowledge in FORTRAN</li> </ul>
(iii) Outline of the tasks to be carried out: (Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)
<ul style="list-style-type: none"> <li>(a) Web based application development</li> <li>(b) Database management algorithm definitions</li> <li>(c) The experience of the consultant will also be utilized for the interface requirements of the ocean and acoustic modeling framework with the data base.</li> </ul>
(iv) Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).
(a) Consultant is required during the first 2 years of the project.



**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 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**

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

(Signature of Applicant)

Name

Date:

Place:

**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 :

E mail:

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 records of services rendered in Organization/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 sheet. 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 condition for engagement of Consultants.

(Signature of the Applicant)

Date:\_\_\_\_\_

Following document 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