



Advertisement No. DRDO/R&DE (Egrs)/Consultant-2024/01
Dated 25th Sep 2024

Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
RESEARCH & DEVELOPMENT ESTT (ENGRS)
KALAS, ALANDI ROAD, DIGHI PUNE 411 015

CIRCULAR

Subject : Engagement of Retired Government officials as 'Consultant' in R&DE (Engrs) Pune on contract basis in R&DE (Engrs), Pune : Inviting applications thereof – reg.

DRDO/R&DE (Engrs) Pune invites applications from Retired officials from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning in Central Government Ministries/Departments for engagement as Consultant on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below.

- i) No. of Consultants & Category : 2 (1 Technical and 1 Accounts)
- ii) Pay Level in which consultants are required : Pay Level-12 (1Post) & Pay Level-11 (1Post)
- iii) Tenure of Contract : Initially for one year and extendable as per norms.
- iv) Terms of Reference (TOR) of Consultancy : As per Annexure A, and B

Experience :

- a) Officers / Officials who have who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge, adequate knowledge and experience in the field relevant to the functioning for which he / she is applying (as per annexed TOR) 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) **Remuneration and conveyance allowance for Pensioners:**

Post Code	Pay Level of the Position	Consolidated Remuneration Per Month	Conveyance Allowance
2024/R&DE/236	Level 12	Rs. 60,000/- *	Rs. 5,000/-
2024/R&DE/237	Level 11	Rs. 50,000/- *	Rs. 3,000/-

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

(b) **Other Allowances:** Consultants shall not be entitled to any kind of allowance/benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement, reimbursement of telephone/internet resources etc. However, should they require to travel inside the country in connection with the official work of the organization, he 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.

(c) **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. 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 - C.

3 Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their duly completed applications in the enclosed FORMAT at Annexure F along with copy of the documents as referred in the application to 'The Director, R&DE (Engrs), Aland Road, Kalas, Pune 411 015 so as to reach within 21 days from the date of publication of this advertisement. The applications along with supporting documents can also be sent by email to

director.rde@gov.in

List of Enclosures:

Annexure - A, B	Terms of Reference for Post Code 2024/R&DE/236 and
Annexure - C	Broad Terms and Conditions of the Contract
Appendix - D	Proforma of Applications


O.S. & DIRECTOR
R&DE (ENGRS) PUNE

Terms of Reference (TOR) for Engagement of Consultants

- i) Whether the proposed engagement is against vacant post or for specific work or project.
Vacant Post
- ii) Precise statement of objectives for appointment of consultant
R&DE (Eng.) has internal network spread across lab. Network is laid with combination of optic fibre cable, UTP and network switches. Some have been declared as end of life by OEMs and need replacement for upkeep and upgradation of the network infrastructure. Also to improve overall security of the network, unmanaged switches need to be replaced with managed network switches. The consultant is proposed to be engaged for the same, as it requires study and expertise of the current network set up along with latest technological developments in the area of work.
- iii) Category of work

a) Technical work	- Technical work
b) Administrative / Secretarial work :	- N/A
- iv) Pay level of consultant at the time of retirement / superannuation)
Pay Level 12
- v) Discipline or domain, where engagement of consultant is required.
Network administration and upgradation,
- vi) The expertise / skill / knowledge required for engagement as consultant.
 - **Knowledge of existing network infrastructure**
 - **Network switches configuration**
 - **Network switches upgradation.**
- vii) Outline of the tasks to be carried out
 - **Identifying switches which need immediate replacement due end of life.**
 - **Identifying unmanaged switches and prepare replacement / upgradation plan.**
 - **Procurement of hardware required for replacement / upgradation of identified hardware.**
 - **Configuration and deployment of upgraded hardware.**
- viii) Estimated time period required for completion of Tasks: - **One year and extendable as per norms**

**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/Estt/Unit, where he/she is engaged.
- 2 The working hours would be that of the working hours of the lab/estt/unit where he /she 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 Para 6 of Government of India, Ministry of Defence letter No. DHRD / DRDO CONSULTANT/GUIDELINES/E/685/D(R&D)/2022 dated 06th July 2022, issued under Govt letter No.DHRD/76682/Consultant/C/M/01 dated 27th July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him / her 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. The Consultants 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 at the rate of 1.5 days for each completed month of service. Accumulation of the 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.

I, _____ Declaration
(name of the Consultant) _____ S/o
_____ hereby agree unconditionally with all above referred
Terms and Conditions for engagement of consultant in DRDO.

Date .
Place .

(Signature of Applicant)
Name

Terms of Reference (TOR) for Engagement of Consultants

- i) Whether the proposed engagement is against vacant post or for specific work or project - **Vacant Post**
- ii) Precise statement of Objective for appointment of Consultant :
Post of Account's Cadre is vacant since 01st April 2024. Enormous difficulties are being faced while dealing with day-today task.
- iii) Category of work :
a) Technical work b) Administrative - **Administrative**
- iv) Pay level of consultant (at the time of retirement on superannuation) :- **11**
- v) Discipline or Domain, where engagement of consultant is required :
Administration
- vi) The expertise / skills / knowledge required for engagement as Consultant
Specialisation in Budget, Maintenance of Project Accounts, Cash Management, Pay Fixation, working out of Retirement Pensionary Benefits, Supervisory experience related to Medical, LTC, TA-DA, Pay Bills and various types of advances like HBA, Computer and Audit.

Details of work required to be carried out / specific tasks / activities to be assigned to consultant should be indicated.
- vii) Outline of the tasks to be carried out :
Supervision on Budget prepared for the Estt, supervision and Maintenance of Project Accounts, Guiding and supervision on Cash Management, Supervision of pay fixation cases, Supervisory task related to bills for medical, LTC, TADA, salary and various types of advances like HBA, Computer etc and guiding in drafting the aduit replies.
- viii) Estimated time period required for completion of Tasks:- **One year and extendable as per norms.**

Annexure-D

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

1.	Post Code:	
	Advertisement No.	DRDO/R&DE(Engrs)/
2.	Name in Full : (in block letters)	
3.	Date of superannuation: (DD-MMM-YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the Organization last served with address	
7.	Date of birth (DD-MMM-YYYY)	
8.	Age (As on closing date of advertisement):	
9.	Gender:	Male/Female
10.	Address for correspondence :	
	E-mail .	
	Contact No.,	Mobile No: Landline:
11.	Educational Qualification (Graduation onwards):	
12.	Areas of Research. (for Scientific / Technical posts)	

	Area of Specialization (for Admin. posts)			
13.	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)
14.	Complete list of published books / monographs Research papers etc. (for Scientific / Technological posts only)			
15.	Details of Knowledge of Computer			
16.	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 conditions (Appendix -'B') 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