



Government of India  
Ministry of Defence  
Defence Research & Development Organisation (DRDO)  
वैमानिकीय विकास संस्थापन  
बेंगलूरु - 560 075  
AERONAUTICAL DEVELOPMENT ESTABLISHMENT,  
BENGALURU-560 075

Advt. Dated : 02 Apr 2024

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Last Date for Receipt of Applications : 25 Apr 2024

(with 21 days closing duration)

**Engagement of Retired Government Employees as 'Consultant' in ADE, Bengaluru on contract basis**

1. DRDO/ADE invites applications from Retired employees 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.

2. **Brief Description about the Requirement:-**

Post Code	No. of Posts	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration / period	Location
<b>2024/ADE/212</b>	01	Level -14 of Pay Matrix as per approved 7 <sup>th</sup> CPC	Technical	Enclosed <a href="#">Annexure I</a>	One (01) year and extendable as per norms	ADE Bengaluru
<b>2024/ADE/213</b>	01	Level -14 of Pay Matrix as per approved 7 <sup>th</sup> CPC	Technical	Enclosed <a href="#">Annexure II</a>	One (01) year and extendable as per norms	ADE Bengaluru
<b>2024/ADE/214</b>	01	Level -14 of Pay Matrix as per approved 7 <sup>th</sup> CPC	Technical	Enclosed <a href="#">Annexure III</a>	One (01) year and extendable as per norms	ATR Chitradurga
<b>2024/ADE/215</b>	01	Level -12 of Pay Matrix as per approved 7 <sup>th</sup> CPC	Admin	Enclosed <a href="#">Annexure IV</a>	One (01) year and extendable as per norms	ATR Chitradurga

3. **Eligibility Criteria:**

- a. The applicants, who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge, adequate experience in the field relevant to the functioning for which applying **(as per annexed TOR for each post code)**.
- b. Persons possessing experience of having worked with DRDO would be accorded preference during selection / appointment.
- c. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his / her areas of work.
- d. The applicant must have had unblemished Service record.
- e. 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.
- f. The applicant must have retired at prescribed PAY LEVEL as mentioned above.

4. **Age Limit:** The maximum age limit of the applicant shall not be more than **63 years** as on the closing date for receipt of the application.

5. **Procedure for Appointment:-**

- a. The applications received by the **Closing Date** shall be preliminarily scrutinized /examined, as regards fulfillment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinize the applications to assess the suitability of the candidates, and short-list the applicants, keeping in view the eligibility criteria, requirements (TOR), GFR provisions and the relevant Guidelines.
- b. The merit-wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
- c. The Offer of Appointment, containing the Terms & Conditions of engagement, shall be issued by the Directorate of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.
- d. On receipt of the 'Offer of Appointment', the 'Consultant' shall be required to submit the following documents:-
  - (i) Letter of Consent;
  - (ii) Contract Agreement, duly signed, in the prescribed pro forma (enclosed);
  - (iii) Non-Disclosure Agreement – Confidential Clause with the Government of India, and Ethics & Integrity Clause (pro forma of both enclosed), both duly signed;
  - (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.
- e. Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.
- f. The selected candidate shall be required to sign the Contract Agreement and Non- Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 500/- with the employing office **(as per the pro forma prescribed)**.

5. **Terms & Conditions governing the Engagement:-**

- a. The "Consultant" shall perform the job(s)/task(s) as per the Terms of Reference (TOR) enclosed herewith at [ANNEXURE- I to IV](#) for each post separately.
- b. The engagement of a retired Government servant as 'Consultant' shall not be construed as a case of 're-employment'.
- c. The 'Consultant' shall not exercise any statutory, legal or financial power(s).
- d. The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s), and the 'Consultant' shall not be entitled for any benefit/compensation/absorption/regularization of service with DRDO.
- e. ***The engagement as 'Consultant' shall be initially for the contractual duration of one (1) year only (from the date of engagement), unless extended.***
- f. The 'Consultant' appointed shall, in no case, represent or give opinion or advice to others in any manner which is adverse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she shall declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.
- g. The 'Consultant' shall, under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO / Secretary DD (R&D) to that effect.
- h. The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO / Secretary DD (R&D).
- i. The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.
- j. The 'Consultant' shall hand-over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.
- k. If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to the satisfaction of the employing office or if the laid- down time-schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorised absent from work, or at any time without assigning any reason, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (1) week.
- l. The 'Consultant' may also resign from the assignment by giving a prior notice of one (1) month. Payment of one (1) month's remuneration, in lieu of notice period, by either side, may be considered at the discretion of the Competent Authority.
- m. The Competent Authority for settling any dispute arising out of the terms & conditions of the Contract or for interpreting any of the terms & conditions of the Contract or for any uncovered condition(s) shall be DG (HR), DRDO, whose decision shall be final & binding upon the 'Consultant'.
- n. Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- o. The detailed General Terms & Conditions, enclosed herewith at [APPENDIX-'B'](#) shall be applicable.

**Advertisement No.: DRDO/ADE/HRD/Consultants/001/2024**

6. **Remuneration:** 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:-

Category	Remuneration	Conveyance Allowance
Pensioners	Pay drawn at the time of retirement less Basic Pension being drawn.	(i) Rs. 5,000/- for pay level 12 & above.
Non-Pensioners	(i) <b>Pay Level - 14</b> of the above post code - Rs.75,000/- (ii) <b>Pay Level - 12</b> of the above post code - Rs.60,000/-	

7. **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.
8. The 'Consultant' shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.
9. **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.
10. **Leave :** Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.
11. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed **FORMAT (APPENDIX – 'A')** with all the requisite supporting documents received at the following address or by email to [director.ade@gov.in](mailto:director.ade@gov.in)

The Director,  
Aeronautical Development Establishment,  
Government of India, Ministry of Defence,  
Defence Research & Development Organisation  
C.V Raman Nagar, New Thippasandra Post  
Bengaluru -560075.

12. Applications received after closing date will be rejected automatically without any intimation to the applicant. DRDO reserves the right to cancel this advertisement, and to not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any or all applications, without assigning any reason whatsoever.
13. **Cutoff date** for receipt of application is **21 days from the publication of Advertisement.**

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**PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO**

1.	Post Code:	
	Advertisement No.:	DRDO/ADE/HRD/Consultants/001/2024
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)	-NA-

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13.	Complete record of services rendered in Organizations / Estts before superannuation: <i>(with special reference to the experience in the level of post for which application is made)</i>			
	<b>Post Held with Pay Level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>
14.	Complete list of published books / monographs Research papers etc. <i>(for Scientific / Technological posts only)</i>			
15.	Details of Knowledge of Computer			
16.	Any other relevant information <i>(please enclose separate sheet, if required)</i>			

**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

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**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 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 CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06<sup>th</sup> July 2022 , issued under Govt. letter No. DHRD/76682/Consultant/C/M/01 dated 27<sup>th</sup> 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.

**Declaration**

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

Date :

(Signature of Applicant)

Place :

Name

**Government of India**

**Ministry of Defence**

**DRDO**

**Terms of reference (TOR) for Engagement of Consultants**

i Whether proposed engagement is against vacant post or for specific work or project:

- Proposed engagement is for a specific work / specific project.

ii Precise statement of Objectives for appointment of consultant:

The Objectives are –

- Guide and co-ordinate with the team to bring out the total requirement document for RPSA starting from user requirement up to global specification of RPSA systems including reliability, quality assurance process with test methodologies for V&V steps as per the system engineering principles and Documents for CEMILAC clearance process based on DDPMAS.
- Provide the expert guidance to progress the CCS proposal file
- Expert guidance to bring the requirements for building the Interactive Electronic Technical Manuals (IETM) for the RPSA system operations and product support to users.

iii Category of work:

a) Technical work

b) Administrative/Secretarial Work

iv Pay level of consultant (at the time of retirement / superannuation): Pay level-14

v Discipline or domain, where engagement as consultant is required.

Experience required in engineering of High speed UAV (0.5M and above) systems, that includes system engineering process for D&D, operations, V&V, mission assurance of UAV, take-off clearance process and Service Product operations and support for maintenance

vi The expertise /Skill / Knowledge required for engagement as consultant

- 15 years of working experience on indigenously designed high speed UAV (above 0.5) in a lead position in project
- Product support experience on service inducted high speed UAV
- Experience from Lead level on clearance of flight take off (as per established processes)
- Operational experience of weapon integration on high speed UAVs and conduction of mission
- Knowledge and working experience on Requirement analysis of a major strategic high speed UAV system as per System engineering principles
- Should have experience in quality assurance and exhibited tangible contribution in establishing the standard processes.
- Lead level experience on a strategic Programme management
- Should have processed CCS level project file with DRDO HQs and Services
- Should have working knowledge on AS9100D implementation scheme

vii Outline of the task to be carried out:

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- a) To guide and co-ordinate with the team to bring out the total requirement document for RPSA programme starting from PSQR/user interaction, to global specification of RPSA systems with V&V steps as per the system engineering principles and mission assurance
- b) To provide the clarifications to cabinet committee and services on RPSA CCS file
- c) Guide the team to bring out the requirement for Electronic Interactive technical manual for RPSA for operation and maintenance through interaction with services. Preparations of documents for CEMILAC clearance

viii Estimated time period for completion of the tasks: Tasks have to be taken in parallel.

**First year T0 + 1 year**

Tasks	Time period T0 +1 year	Deliverables
a)	T0 + 3 months	Version 01 (Establish all the chapter of requirements as per the V diagram and capture the top level requirement from system requirement document with attributes )
	T0 + 6 months	Version 01.01(Establish V&V of level 1 requirements with reference to PSQR) Review of the requirements
	T0 + 9 months	Version 02 (Establish the level 2, level 3 of requirements with attributes)
	T0 + 12 months	Version 02.01 (Establish the V&V of the level 2) view of the requirements
b)	T0 + 12 months	Continuous process as and when clarifications sought from HQs
c)	T0 + 6 months	Version 01 (Establish the preliminary top level requirements for systems and quality documents)
	T0 + 12 months	Version 02 (Establish the preliminary module level and unit level requirements),Review of the requirements and documents

**Second year T1 + 1 year**

Tasks	Time period T1 +2 year	Deliverables
a)	T1 + 3 months	Version 03.01 (Establish the level 3 requirements V&V and level 4 requirements with attributes)
	T1 + 6 months	Version 04.01 (Establish the level 4 requirement V&V), Review of the requirements
	T1 + 9 months	Version 05 (Establish the level 5 requirements with attributes)
	T1 + 12 months	Version 05.01 (Establish the level 5 requirement V&V and level 6 requirements if applicable). Review of the requirements
b)	T1 + 12 months	Continuous process as and when clarifications sought from HQs
c)	T1 + 6 months	Version 01.01 (Establish the top level requirements for systems, sub systems, modules for operations, assembly/disassembly sequence and maintenance) I/D/O levels as applicable
	T1 + 12 months	Version 02.01 (Establish the requirements for sub module level and unit level / cards assembly/ disassembly, operations, and maintenance) I/D/O levels as applicable. Review of the requirements and documents

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**Terms of reference (TOR) for Engagement of Consultants**

- i Whether the proposed engagement is against vacant post for specific work or project:
- Project management in the ADE UAVs under development and conduct Design validation flight trials.
- ii Precise statement of Objectives for appointment of Consultant:
- Professional service in the Project management, configuration management for conduct of developmental and technical evaluation flight trials of UAV and coordinate for conduct of Design validation flights.
- iii Category of work:
- a) Technical work
- b) Administrative/Secretarial Work
- iv Pay Level of Consultant (at the time of retirement/superannuation) : Level 14
- v Discipline or domain, where engagement of consultant is required: Project management
- vi The expertise/skills/knowledge required for engagement as consultant:
- Project Management and Conduct of flight trials of UAV

Retired Scientist in the level 14 is required who has vast experience in the design and development of indigenous MALE UAV and also to assist the team during flying and performance evaluation of UAVs. It is also required to carry out project management activities for the current and future UAV projects. Flight trial activities to demonstrate performance requirements for all UAV projects are tentatively planned by ADE. The requirement of consultant is essential as these professional services are required to conduct and participate during flight trials.

Service required for management and conduct of flight trials of UAV. Outline of the tasks to be carried out are the following:

**I - Coordination with CEMILAC , DGAQA for certification activities**

1. Coordination with DGAQA and CEMILAC, day-to-day follow up will be required from the planning phase to closing phase of the project.
2. As part of the project and to make sure the activities are completed in the required time, the task team of CEMILAC
  - Reviewing the Test Requirement Matrix (TRTM)
  - Reviewing the Airworthiness and qualification aspects of various LRUs
  - Review Specification qualification testing requirements, design, test documents, Functional Test Procedure (FTP) documents.
  - Co-ordinating for certification related activities with respect to Aircraft and LRUs
  - Co-ordinating with DGAQA for QAP and qualification aspects with respect to Aircraft and LRUs
  - Co-ordinating with ADE, RSQA during the environmental and qualification testing
  - Co-ordinate with IV & V team for report generation and testing activities
  - Discuss the certification aspects of LRUs by competent authorities and follow up for approval of documents and obtain Flight Clearance Note (FCN) for development flight trials
  - Final changes in report preparation and certification
3. Up gradation of Test facility setup - Follow-up of stores procurement activities for hardware & Software of the project.

**II Configuration Management Activities**

1. Project office management by supporting technical & administrative activities - Control of documents and digitisation of on-going project documents
2. Project management activities and maintaining auditable documents including flight data
3. Control and maintenance of project documents and records
4. Support all activities in line for product realisation of LRUs
5. Configuration all the documents and records in the Project Life cycle Management (PLM ) tool and digitize all the documents and reports
6. Generation of Transfer Of Technology (TOT) for all the airborne and ground subsystems

**III Support for flight trials / Design validation/ User evaluation trials**

1. Logistic Support for in-house and out station review meetings
2. Field trials coordination and logistic support
3. Co-ordination activities for Installation, integration and testing of certified airborne LRUs in aircraft for taxi /flight trials.
4. Interaction with Users, coordination for smooth conduct of flight trials to test the PJSQR requirements
5. Coordinate with ATC to obtain clearance before the flight trials as per the planned mission.

(vii) Estimated time period required for completion of tasks:- 12 Months

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

- i Whether the proposed engagement is against vacant post for specific work or project:
- Management of Aeronautical Test Range to support operational activities of ATR UAV flights, operational readiness of Technical systems installed at ATR, ensuring maintenance of systems required for trials. Forecasting future requirements of the range for advanced systems and preparing necessary approvals for advancement of the range for futuristic programs.
- ii Precise statement of objectives for appointment of consultant:
- Professional guidance for advancement of Range capabilities, overall management of range readiness, technical systems readiness, operational coordination of trials, deployment of systems and technical manpower for support of trials, creating log reports, system reports, usage reports, feedback reports, private users testing and coordination, air space approvals, coordination between multiple teams using ATR, allocation of space and time to multiple users, technical coordination with local authorities, ATC, and overall responsibility of managing trials with safety. Handling crashes and ensuring SOP for flight safety and liaison post accidents. Guidance for safe practices and creation of SOPs/protocols to be followed.
- iii Category of work:
- a) Technical work
- b) Administrative/Secretarial Work
- iv Pay Level of Consultant (at the time of retirement/superannuation): Level – 14
- v Discipline or domain, where engagement of consultant is required:
- Range Operational Management**
- Qualification:** Post graduate in Science/Engineering Graduate in any discipline / or equivalent from recognized university.
- Experience:** Minimum 20 years of experience in overall airport/operational management, Electronic systems, ATC management.
- vi The expertise/skills/knowledge required for engagement as consultant:
- Technical & operational management, ground monitoring systems management, and safety management.
- vii Outline of the task to be carried out:-

<b>S. No</b>	<b>Work Details</b>	<b>Time schedule</b>	<b>Remarks</b>
1	<p><b>Technical System Readiness:</b></p> <ul style="list-style-type: none"> <li>i. Responsible for upkeep of ATR technical systems and guidance to technical manpower for operational readiness and provide trial support to all trials emanating from ATR.</li> <li>ii. Coordination with vendors for ensuring operational readiness of systems under AMC and maintaining usage reports, maintenance reports, forecasting spares, additional requirements.</li> <li>iii. Liaising with non-DRDO users and the ATR team for finalisation of schedules/ rescheduling for using of facility, technical clearances and allocating flight test slots, postponement, rescheduling, logging test hours, etc.</li> <li>iv. Coordination with CCE (R&amp;D) (S) for B/R. E/M, and local authorities for operational requirements of Genset, power, ground Earthing points, movable lights.</li> <li>v. Coordination with O/o Range Operation Division at ADE for fulfilling routine needs and preparing and forwarding JCC of AMC and other services for ensuring timely payments to vendors, Operational/running/ miscellaneous expenditure reports of ATR.</li> <li>vi. Handle the breakdown of technical systems and ensure the readiness of systems at shortest possible turnaround time and advice on upgrading of systems or alternatives.</li> <li>vii. Coordination of VIPs and VVIPs visits for smooth arrivals, visits and technical briefing.</li> <li>viii. Operationally support any new development taking place in ATR and oversee the construction, deployment or installation of such work and report any lacunae.</li> </ul>	<p>24 months</p> <p>24 months</p> <p>On need basis</p> <p>24 months</p> <p>24 months</p> <p>On need basis</p> <p>On need basis</p> <p>On need basis</p>	
2	<p><b>Trial Support:</b></p> <ul style="list-style-type: none"> <li>i. Providing support for flight trials with operational deployment of required manpower and systems for functioning of ATR and ensuring success of light trials.</li> <li>ii. Regulation in the movement of trial teams, operational area allotment, work hours, air space, coordination with other ATCs for operational clearances, providing flight inputs from ATR and planning of trial support from start till end of visit.</li> <li>iii. Must address all the disputes arising from flight requirements, technical systems utilisation amongst users and ensuring of smooth operation of ATR. Attend trials briefing and taking notes pertaining to ATR support activities, operational security, any overlap of dates, etc., to ensure that no support is lacking from ATR and give professional advice and report the same to higher authorities locally and at ADE.</li> <li>iv. Preparation and submission of monthly report about the activities carried out at ATR.</li> <li>v. Strict implementation of security norms to be followed during trials, including fire, ambulance and QRT deployment.</li> <li>vi. Coordination with civil administration, ATC, police authorities on need basis for trials</li> </ul>	<p>24 months</p> <p>24 months</p> <p>24 months</p> <p>Monthly</p> <p>24 months</p> <p>On need basis</p>	

3	<p><b>ATR Technical Upgradation Support</b></p> <p>i. The consultant should be able to chart out path for upgrading the flight readiness of ATR to support manned flights and obtain necessary clearances from regulatory authorities and create a ATR flying zone (VOD to VOR) with larger area for flight tests/trials and develop SOPs for flight coordination with other adjacent ATC's.</p> <p>ii. Monitoring of WTG installation requests and inspection of sites and preparation of obstruction profile and suggesting approvals can be given or denied based on latest Govt. rules on obstruction to airport operations.</p> <p>iii. Any other sundry jobs on need basis apart from the above listed related to ATR operation and technical requirement</p>	<p>24 months</p> <p>On need basis</p> <p>On need basis</p>	
4	<p><b>Liaising with Private/ non-DRDO users</b></p> <p>Understand requirements of private users of ATR and assess technical capability of user teams, schedule, clash with other testing programs, availability of systems, safety of the test programs and advice on course of action keeping in view the risks to ATR and also enabling the testing in safe manner</p>	<p>During trials</p>	

viii Estimated time period required for completion of tasks: **24 months**

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**Terms of reference (TOR) for engagement of Consultants**

**i Whether the proposed engagement is against vacant post for specific work or project:**

- Specific Work: Administrative management of Aeronautical Test Range to support smooth day to day administrative functioning of ATR, Coordination with local govt. agencies, range security aspects, provide trial formalities to range users, upkeep of the range, periodical inspection of WTG installation sites to find Flight obstructions, issue of NOC, coordination with local state administrative machinery. Coordination with the vendors for suitable and proper deployment of manpower, dispute redressal amongst the vendor’s work force etc.

**ii Precise statement of objectives for appointment of consultant:**

- Professional guidance for overall administrative management for upkeep and trial readiness of ATR, suitable deployment of manpower for trial, vehicles, spares, trial equipment and hygiene requirements, regulation of movement of hired vehicles, proper accounting on consumption of FOL, keeping close watch on receipt of items, and maintenance of log book against consumption, bird eye view on security matters of the range, Coordination with local govt. agencies, provide trial formalities to range users, clearance of administrative compliance of water, power, pollution, foreigners clearance, etc. Coordination with private drone users for administrative formalities and rescheduling, cancellation, re-invoicing log activity.

**iii Category of work:**

- c) Technical work
- d) Administrative/Secretarial Work

**iv Pay Level of Consultant (at the time of retirement/superannuation): Level – 12**

**v Discipline or domain, where engagement of consultant is required: Range administrative management.**

**Qualification:** Post graduate in Science/Engineering Graduate in any discipline / or equivalent from recognized university.

**Experience:** Minimum 18 years of experience in overall administration management, material management and security management in DRDO or armed services

**vi The expertise/skills/knowledge required for engagement as consultant:**

- Administrative management, material management, and security management

**vii Outline of the task to be carried out:**

S. No	Work Details	Time schedule	Remarks
1	<b>Readiness of Range:</b> i. Responsible for overall upkeep of ATR buildings and premises. ii. Coordination with vendors/users for deployment of manpower, equipment and overseeing proper distribution of manpower for completion of various tasks on daily basis. iii. Deployment of required manpower for functioning of ATR and	24 months  Continuous  On need basis  On need basis	

	<p>support for flight trials.</p> <p>iv. Monitoring of POL supply coordination and demand monitoring.</p> <p>v. Regulation of the movement of visitors, issue of visitor passes.</p>	<p>Monthly</p> <p>On need basis</p>	
2	<p><b>Administrative support for:</b></p> <p>i. Trial teams of DRDO and private sector users.</p> <p>ii. Liaising with vendors and ensuring timely disbursement of salary and payment of statutory benefits to contract manpower.</p> <p>iii. Regulation of receipt, distribution and dispatch of items of ATR, and the trial teams</p> <p>iv. Correspondence with local authorities, WPC license, air traffic requests, security related liaison with IB, Police, DC, water authorities, pollution clearance.</p> <p>v. Strict implementation of vigilance and security norms.</p> <p>vi. Follow up on stores procurement activities from ADE as well as from prospective vendors.</p> <p>vii. Preparation and submission of monthly report about the activities carried out at ATR</p> <p>viii. Keeping track of FOL a/c.</p> <p>ix. Coordination with O/o Range Operation Division at ADE for fulfilling routine needs and preparing and forwarding JCC of AMC and other services for ensuring timely payments to vendors, operational/running/ miscellaneous expenditure reports of ATR.</p>	<p>On need basis</p> <p>Monthly</p> <p>Daily</p> <p>On need basis</p>	
3	<p><b>Coordination with Local Authorities</b></p> <p>i. Must address all the disputes arising from contract labourers, labour officer and respective employers, visitors and ensuring smooth functioning of ATR.</p> <p>ii. Liaisoning with Deputy Commissioner, Pollution control Board, Panchayat head, Police and Medical personnel for trials safety, land issues, labour welfare, water supply and compliance activities.</p> <p>iii. Periodical supervision and monitoring of WTG installation sites, and solid waste disposal sites to ensure any violations in the norms and to take remedial measures for any procedural lapses.</p>	<p>On need basis</p> <p>On need basis</p> <p>On need basis</p>	
4	<p><b>Liaising with Private/ non-DRDO users</b></p> <p>Readiness of ATR team for finalization of schedules/ rescheduling for using of ATR facility. Logging testing hours, preparation of testing demand, completion certificate. Raising supplementary demands for shortfall or additional testing time.</p>	<p>On trial dates</p>	
5	<p><b>Upkeep of ATR Infrastructure</b></p> <p>Coordination with CCE (R&amp;D) (S) for B/R. E/M, and local authorities for water and pollution control measure. Forecasting ATR B/R requirements, Coordination with EMO, PMO, CCE (R&amp;D) south for civil, electrical and arboriculture maintenance.</p>	<p>Regular activity for the tenure</p>	
6	<p><b>Security of ATR</b></p> <p>Liaising with DSC platoon in range security matters. Overseeing the routine needs of DSC platoon. Coordination for the visits of VIPs and VVIPs for smooth arrivals, stay and departures.</p>	<p>Regular activity for the tenure</p>	

Estimated time period required for completion of tasks: **24 months**