



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Armament Research & Development Establishment (ARDE)
Armament Post, Pune - 411 021

Advt. No.: ARDE/45/1/21-TECH/Consultants: Level 12 & 11/2023 Dated: 19 June 2023

Closing Date: 09 July 2023

CIRCULAR

Subject: Engagement of Two (#2) Retired Government officials at Level-12 & Level-11 as Consultant on contract basis in ARDE (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 Armament Research & Development Establishment (ARDE) located at Pune. The relevant details and eligibility criteria are given below:

Post Code	No. of Consultant	Category	Pay Level in which consultant is required	Tenure of Contract	Terms of Reference (TOR) of Consultancy
2023/ARDE/158	1	Technical	Level-12	Initially for one year and extendable as per norms	As per Appendix-A
2023/ARDE/159	1	Admin	Level-11	Initially for one year and extendable as per norms	As per Appendix-B

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 ₹3000/- upto Pay Level 11 and at ₹5000/- for Pay Level 12 and above.

(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
2023/ARDE/158	Level 12	₹80,000 - ₹2,20,000/-	₹60,000/-	₹5000/-
2023/ARDE/159	Level 11	₹70,000 - ₹2,00,000/-	₹50,000/-	₹3000/-

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, ARDE (DRDO), Armament Post, Pashan, Pune - 411 021, 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 techcoord.arde@gov.in within the above stipulated period.

List of Enclosures:

Enclosure	Subject/ Matter
Appendix-A	Terms of Reference for Post Code 2023/ARDE-158
Appendix-B	Terms of Reference for Post Code 2023/ARDE-159
Annexure - I	Broad Terms and Conditions of the Contract
Annexure - II	Proforma of Application

DIRECTOR
ARDE, Pune

Terms of Reference (TOR) for Engagement of Consultant (Level-12) Post Code: 2023/ARDE/158

(i) The proposed engagement is for specific work of the following projects:

Various ongoing/ proposed Small Arms Projects

(ii) Precise statement of objectives for appointment of consultant:

The Consultant will be engaged in reviewing the design of existing / proposed small arms systems, realization of the hardware, assembly / integration & firing trials. He will also be responsible in preparation of technical documents related to projects.

(iii) Category of work : Technical Work

(iv) Pay Level of the consultant (at the time of retirement/superannuation): Level-12

(v) Discipline or domain, where engagement of consultant is required: Design, Monitoring of manufacturing and assembly, preparation of documents

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

The consultant should have in depth knowledge of designing of various small arms systems and critical components, its manufacturing, assembly/ dismantling, inspection, gauging, pre & post firing trials, visualization of the problems occurring during actual firing trials of the weapons & remedial actions to be taken accordingly.

(vii) Outline of tasks to be carried out:

The consultant is supposed to carry out following tasks-

- Review of the design of existing systems & modifications if required
- Design of various jigs, fixture, tools & gauges required for manufacturing, assembly, inspection & firing trials
- Realization of the hardware in association with ordnance factory & trade firms
- Assembly and integration of the weapon system
- Association in conduct of firing trials
- Modifications based on the feedback of firing trials
- Preparation of the technical documents related to project viz. UHB, Repair/ Maintenance Manual, IL, MRLS, CES & specifications etc.

(viii) Estimated time period required for completion of Tasks: One year;

Engagement will be for one year and extendable as per norms.

Terms of Reference (TOR) for Engagement of Consultant (Level-11) Post Code: 2023/ARDE/159

(i) The proposed engagement is for specific work of the following projects:

Various ongoing/ proposed Small Arms Projects

(ii) Precise statement of objectives for appointment of consultant:

The Consultant will be engaged in procurement of the stores and preparation of the documents related to new & closure of the projects, maintenance of the technical correspondence & ISO activities etc.

(iii) Category of work: Administrative/ Secretarial Work

(iv) Pay Level of the consultant (at the time of retirement/superannuation): Level-11

(v) Discipline or domain, where engagement of consultant is required: Domain Stores procurement, technical coordination & related administrative activities

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

The consultant should have knowledge of stores procurement procedures. He should be able to prepare SOC & related documents for obtaining a new project. He must be aware of project closure activities and documentation related to ISO. He will also be responsible for maintaining technical correspondence of all ongoing projects.

(vii) Outline of tasks to be carried out:

The consultant is supposed to carry out following tasks-

- Preparation of demands for procurement of the stores related to various projects
- Preparation of documents required to taking up of a new project & project closing activities
- Maintenance of day-to-day technical correspondence of all ongoing projects
- ISO activities

(viii) Estimated time period required for completion of Tasks: One year;

Engagement will be for 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 is engaged.
2. The working hours would be that of the working hours of the Lab / Estt / 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 enter in to the Contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Govt. of India letter dated 06/07/2022. 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. 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 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 Applicant)

Name:

Date:

Place:

**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:

Post Held with Pay Level	From	To	Subject Handled in Brief

13. Complete List of published books/
mnographs 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 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