



Advertisement No: MS/28/Admin/HRD/Consultant/2023/001, dt 25 Jul 2023

Closing Date: 21 days from the date of Advertisement

### **CIRCULAR**

#### **ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS 'CONSULTANT' IN DRDO ON CONTRACT BASIS**

1. DRDO invites applications from retired officials from Central Government/State Government/ PSU/ Autonomous Bodies having considerable of functioning of Central Government Ministries/ Departments for engagement as consultant on short term contract basis as per Terms of Reference (TOR) attached as **Annexure 'I'**. **The place of posting will be at Pune.** The relevant details and eligibility criteria are given below:

Sr.No.	Post Code	No. of Posts	Pay Level of Retired official	Category	Tenure of Contract	Terms of Reference (TOR)
01	2023/MSC/187	01	Level 13A	Technical	One year (extendable as per norms)	Refer Annexure 'I' (enclosed)

#### **Experience**

- Officers who have retired from Central/State Governments, PSUs, Autonomous Bodies, Universities, Govt R&D Organisations and possessing practical knowledge and experience in the field for which he/she is applying as per TOR.
- Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- He/she should have effective communication (both oral and written) and interpersonal skills with a flair for in-depth examination of his/her areas of work.

#### **Age Limit**

- The maximum age limit, for all categories of retired employees for applying will be **63 years** as on the closing date of the application.

## **Remuneration & Allowances**

The details of Remuneration and Conveyance Allowance are as under:

- a) 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 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 as mentioned below:

@ Rs.5000/- per month for level 13A.

- b) Remuneration & conveyance allowance for Non-Pensioners: Maximum consolidated monthly remuneration and conveyance allowance shall be as under: -

Sl.No.	Pay Scales of Employees Retired from PSUs	Equivalent Pay Scales of 7 <sup>th</sup> CPC	Remuneration	Conveyance Allowance
1.	Rs.90,000-2,40,000	Level 13A	Rs.60,000/-	Rs.5000/-

(Equivalence is prepared based on the pay-matrix of CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration/conveyance & allowances).

- c) 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 etc. However, should they require to travel inside the country in connection with official work of the Organisation, he/she would be entitled to TA/DA, 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. His/ Her engagement as consultant shall not be constituted as a case of reemployment.
2. No retired Government Servant shall be eligible for appointment as Consultant unless there is a gap of **fifteen (15) days** between his/her retirement and appointment as consultant.

3. Interested eligible retired employees of Central/State Governments, PSUs, Autonomous Bodies, Universities, Govt R&D Organisations may submit their applications in the enclosed FORMAT (**Appendix 'A'**) alongwith copy of documents as referred in the application to the "**Post Box 20, Pune 412 101**". The application to be sent with subject line, "**Application for Consultant (Post Code: 2023/MS/187)**".
4. Incomplete/ineligible applications/applications received after closing date will be rejected automatically without any intimation. DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The broad Terms & Conditions of the contract is annexed as **Appendix 'B'** which is also required to be submitted alongwith Appendix 'A'.
6. Cut-off date for receipt of application is 21 days from the date of Advertisement.

**List of Enclosures:**

- |              |   |
|--------------|---|
| Annexure 'I' | : Terms of Reference for Engagement of Consultant |
| Appendix 'A' | : Proforma of Application                         |
| Appendix 'B' | : Terms & Conditions                              |

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

**Post Code: 2023/MS/187**

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

The proposed engagement is for design and development of Rail based strategic system.

**(ii) Precise statement of Objectives for appointment of Consultant:** Appointment of Consultant will help in meeting following objectives-

- a) To assist in design of futuristic rail entities for strategic applications and to assist development of infrastructure at site to conduct test and trials and to carry out in-house maintenance of strategic rail entities.
- b) Preparation of strategic rail entities design documents and interaction with RDSO, RITES, Railways Workshops and other manufacturing units.
- c) Monitoring of IOH/POH and co-ordination with IR for execution of IOH/POH.

**(iii) Category of Work:** Technical Work

**(iv) Pay level of consultant (at the time of retirement/ superannuation):** 13 A

**(v) Discipline or domain, where engagement of consultant is required:**

Design/ development, testing of rail strategic system and maintenance of rail rolling stocks (coaches/ wagon/ locomotive) and rail tracks.

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

- a) Graduate in Mechanical Engineering, preferably post graduate with specialization in design engineering.
- b) At least 10 years experience in design, development, integration, testing and maintenance of strategic rail systems.
- c) In depth understanding of QA and ATP of rail based strategic system. Working experience in DRDO in similar field is desirable.

**(vii) Outline of the tasks to be carried out:** Following tentative tasks are proposed to be carried out through consultancy :-

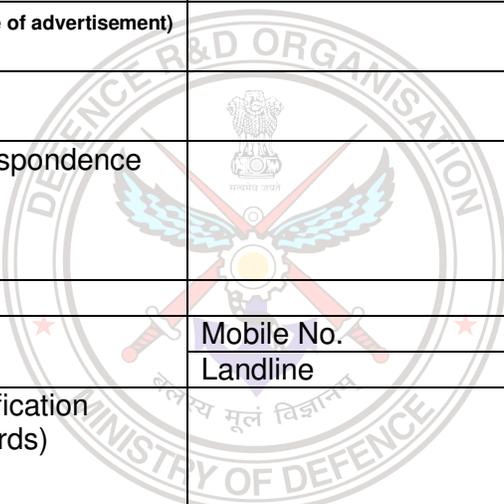
- a) Planning of Infrastructural development requirements to cater facilities for IOH/ POH/ ROH of strategic rail entities and maintenance and testing of rail based strategic system at various sites.
- b) Concept generation for customized rail entities for eg. wagons, coaches, prime mover etc for strategic applications.
- c) Drafting of ATP, QA documents for the strategic rail systems.

- d) Drafting of MoUs in coordination with RDSO and Railways authorities for realization and maintenance of strategic rail entities.
- e) Associating in field trials, oscillation trial etc for performance evaluation of strategic rail entities.

**(viii) Estimated time period required for completion of Tasks:**

One (01) year. Extendable as per norms

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

1.	Name in Full				
2.	Date of superannuation				
3.	Designation at time of Superannuation				
4.	Basic Pay & Grade Pay/Pay Level at the time of Superannuation				
5.	Name of the Organisation last served with address				
6.	Date of Birth				
7.	Age (as on closing date of advertisement)				
8.	Gender				
9.	Address for Correspondence				
	E-mail				
	Contact No.				Mobile No.
					Landline
10.	Educational Qualification (Graduation onwards)				
11.	Area of Research				
12.	Complete record of service in organization / Estt before Superannuation:(With special reference to the experience in the level of posts for which application is made)				
	Post held with Pay Level	From	To	Subjects/Projects Handled in Brief	

13.	Complete list of published books/ monographs/ Research papers etc <i>(for Scientific / Technological posts only)</i>	
14.	Details of knowledge of computer	
15.	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 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 Consultant.

Date:  
Place:

**(Signature of applicant)**  
Name:

**Check Lists:**

Following documents are be enclosed by the applicant:

- |  |            |
|--|------------|
| 1. Identity Proof                              | : Yes / No |
| 2. Proof of Address                            | : Yes / No |
| 3. Copy of PPO                                 | : Yes / No |
| 4. Copy of proofs of Educational Qualification | : Yes / No |
| 5. Copy of Service Verification Certificate    | : Yes / No |

**TERMS & CONDITIONS**

**FOR ENGAGEMENT AS CONSULTANT IN THE LABS/ ESTTS/ UNITS OF DRDO**

1. The consultant shall perform the services as per Terms & 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 enters into the contract agreement with DRDO.
5. The Consultant shall be paid remuneration and conveyance allowance as per Para 6 of GoI Letter No. DHRD/DRDO CONSULTANT/GUIDELINES/685/D(R&D)/2022 dated 06 Jul 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 BY THE CANDIDATE**

I, \_\_\_\_\_ S/o \_\_\_\_\_  
hereby agree unconditionally with above referred Terms and Conditions for engagement of Consultant in DRDO.

**Date:**  
**Place:**

**(Signature of applicant)**  
**Name :**