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भारत सरकार, रक्षा मंत्रालय
रक्षा अनुसंधान तथा विकास संगठन
योजना एवं समन्वय निदेशालय
514, डी॰आर॰डी॰ओ॰ भवन
राजाजी मार्ग, नई दिल्ली-110011



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Government of India, Ministry of Defence
Defence Research & Development Organisation
Directorate of Planning and Coordination
514, DRDO Bhawan
Rajaji Marg, New Delhi-110011

Advertisement No. DP&C/2025/Consultant-02

Opening Date: 28 Oct 2025

Closing Date: 21 days from date of advertisement

Subject: Engagement of Retired Government Employees as 'Consultant' on Contract Basis in DRDO inviting applications thereof: Regarding

DRDO invites applications for retired officials from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning of 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:

S. No.	Post Code	No. of Posts	Pay level of Retired official	Category	Terms of Reference (ToR)	Contract duration/ period	Location
(i)	2025/DP&C/328	01	Level-11/12 as per 7 th CPC	Admin	Annexure I	01 year and extendable as per norms	Delhi
(ii)	2025/DP&C/329	01	Level-9/10/11 as per 7 th CPC	Admin	Annexure II	01 year and extendable as per norms	Delhi

2. General Terms & Conditions:

2.1 Tenure of Contract: - One year and extendable as per norms.

2.2 Eligibility Criteria: -

(a) Officers/Officials who have retired from Central/State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organisation and possessing practical knowledge and experience in the field relevant for which he/she is applying (as per ToR).

(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.

2.3 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.

2.4 Remuneration & Allowances: -

(a) **Remuneration and conveyance allowances 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 3,000/- upto pay level-11 and Rs 5,000/- upto pay level-12, respectively.

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

Pay Scales (Pay Scales of Employee Retired from PSUs)	Equivalent Pay Scales of 7 th CPC	Remuneration	Conveyance Allowance
Rs 60,000 /- to Rs 1,80,000/-	Level - 9/10	Rs 40,000/-	Rs. 3,000/-
Rs 70,000 /- to Rs 2,00,000/-	Level - 11	Rs 50,000/-	Rs. 3,000/-
Rs 80,000 /- to Rs 2,20,000/-	Level - 12	Rs 60,000/-	Rs. 5,000/-

(c) **Remuneration and conveyance allowance for Govt. Employees retired under National Pension Scheme (NPS):** An Amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration. 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 3,000/- upto pay level-11 and Rs 5,000/- upto pay level-12.

(d) **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 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.

(e) **Drawl 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.

2.5 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.

3. Interested eligible retired officials of Central Government/State Government/PSU/ Autonomous Bodies as eligible may submit their applications in the enclosed format (**Appendix-A**) along with copy of documents as referred in the application to **Directorate of Planning and Coordination, Room No. 514, DRDO Bhawan, Rajaji Marg, New Delhi-110011, Tele No.: 011-23007514**. The applications can also be sent by email (**dgrm.hqr@gov.in**) with the subject line "Application for Consultant". Incomplete/ ineligible applications/applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation.

4. The broad terms and conditions of the contract is annexed as **Appendix-B**. Declaration for engagement as consultant are also required to be submitted along with **Appendix-A**.

5. Last date for receipt of application is **21 Days** from the date of publish of this advertisement.

(Dr Sumit Goswami)
Sc 'G' & Director, DP&C

Government of India
Ministry of Defence
DRDO

Terms of Reference (ToR) for Engagement of Consultants: - Post Code: 2025/DP&C/328		
(i)	Whether the proposed engagement is against vacant post or for specific work or project	: Specific Work of Dte of DP&C
(ii)	Precise statement of Objectives for appointment of Consultant	: Coordinate with Labs & Clusters and Support & Assistance in DRDO's Lab Review, Economic Impact Analysis of DRDO, Monthly Update on 100 Projects – RM and DRDO Roadmap (2025-34)
(iii)	Category of Work	: Admin
(iv)	Discipline or domain, where engagement of consultant is required.	: Diploma in Engineering/Degree in Sciences or Engineering
(v)	Pay level of consultant (at the time of Retirement/ Superannuation)	: 11/12
(vi)	The expertise/skills/knowledge required for engagement as consultant	: Pay level – 11 or 12 Officer of Government R&D Organisations/Central Governments preferably from Armed Forces/CAPFs having skills in organising meetings, collecting & analysing data and generation & printing of reports/documents. Experience is desirable in the areas of: ➤ DAP-2020 ➤ DAC/DPB approvals ➤ Formulating QRs & trial directives
(vii)	Outline of the tasks to be carried out:	: (a) Coordinate with Labs & Clusters and Providing Support & Assistance in: ➤ DRDO's Lab Review ➤ Economic Impact Analysis of DRDO ➤ Monthly update on DRDO's 100 Projects – RM ➤ DRDO Roadmap (2025-33) (b) Organise meetings, collect & analyse data, generate & print reports and print documents/reprint.
(viii)	Estimated time period required for completion of Tasks	: One Year
(ix)	Contract duration/period	: One year and extendable as per norms

Government of India
Ministry of Defence
DRDO

Terms of Reference (TOR) for Engagement of Consultants: - Post Code: 2025/DP&C/329		
(i)	Whether the proposed engagement is against vacant post or for specific work or project	: Specific Work of Dte of DP&C
(ii)	Precise statement of Objectives for appointment of Consultant	: Work with Labs & Clusters and Provide Secretarial Support in creating DRDO Technology Database and Database of Expert based on Technology Domains
(iii)	Category of Work	: Admin
(iv)	Discipline or domain, where engagement of consultant is required.	: Diploma/Degree
(v)	Pay level of consultant (at the time of Retirement/Superannuation)	: 9/10/11
(vi)	The expertise/skills/knowledge required for engagement as consultant	: Pay level – 9, 10 or 11 Officer of Government R&D Organisations/Central Governments preferably from Armed Forces/CAPFs having skills in providing secretarial support/office assistance. Experience is desirable in the areas of: ➤ English/Hindi typing/stenography ➤ Handling secretariat in an efficient & secured manner ➤ Awareness of project life cycle management ➤ Man – Management experience
(vii)	Outline of the tasks to be carried out:	: (a) Work with Labs/Clusters & Experts and Provide Secretarial Support in: ➤ Creating DRDO Technology Database ➤ Creating Database of Expert based on Technology Domains (b) Collect inputs and update information on Technological & Expert Database regularly. (c) Preparing meeting schedule, conduct meetings, correspondences to stakeholders (Labs, Industry, Academia etc), security clearances and preparing minutes of the meetings.
(viii)	Estimated time period required for completion of Tasks	: One Year
(ix)	Contract duration/period	: One year and extendable as per norms

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

1.	Post Code:	
	Advertisement No:	
2.	Name in Full: (in Block letters)	
3.	Date of Superannuation: (DD-MM-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-MM-YYYY)	
8.	Age (As on closing date of advertisement):	
9.	Gender:	Male /Female
10.	Address for correspondence:	
	Email:	
	Contact No.:	Mobile No.: Landline:
11.	Educational Qualification (Graduation onwards):	
12.	Areas of Research: (for Scientific / Technical Posts)	

13.	Area of Research: (for Scientific/Technical Posts)		
14.	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)
15.	Complete list of published books /monographs/ Research papers etc. (for Scientific/ Technological posts only)		
16.	Details of Knowledge of Computer		
17.	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 Proof of Educational Qualification
5. Copy of Service Verification Certificate

**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 the Pra 6 of GOI letter no. DHRD/DRDO/CONSULTANT/GUIDELINES/E/719/D(R&D)/2024 dated 22 July 2024. 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 may be allowed 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