



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Directorate of Personnel (DOP), DRDO Bhawan, New Delhi-110011

Dated: 10 June 2021

Engagement of retired Government officials as 'Consultant' on contract basis

Advertisement No.: DRDO/DOP/Consultants/03/2021

Closing Date: 09 July 2021

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:

| Sr. No. | Post Code | No. of Posts | Pay Level of Retired official | Category | Post Specific Terms & Conditions | Location |
|---------|------------------|--------------|-------------------------------|-----------|-----------------------------------|-----------|
| 1 | 2020/ADRDE/036 | 1 | Level 14 | Technical | Refer Annexure-01 | Agra |
| 2 | 2020/ITR/031 | 1 | Level 13 | Technical | Refer Annexure-02 | Balasore |
| 3 | 2020/ITR/032 | 1 | Level 12 | Technical | Refer Annexure-03 | |
| 4 | 2020/CABS/039 | 1 | Level 13 | Technical | Refer Annexure-04 | Bengaluru |
| 5 | 2020/CABS/040 | 1 | Level 13 | Admin | Refer Annexure-05 | |
| 6 | 2020/CABS/041 | 1 | Level 07 | Admin | Refer Annexure-06 | |
| 7 | 2020/CAIR/042 | 1 | Level 12 | Technical | Refer Annexure-07 | |
| 8 | 2020/CEMILAC/043 | 1 | Level 12/13 | Technical | Refer Annexure-08 | |
| 9 | 2020/CEMILAC/044 | 1 | Level 11 & above | Technical | Refer Annexure-09 | |
| 10 | 2020/CEMILAC/045 | 1 | Level 11 & above | Admin | Refer Annexure-10 | |
| 11 | 2020/GTRE/053 | 1 | Level 14 | Technical | Refer Annexure-11 | |
| 12 | 2020/GTRE/054 | 1 | Level 12/13 | Technical | Refer Annexure-12 | |
| 13 | 2020/GTRE/055 | 1 | Level 12 | Technical | Refer Annexure-13 | |
| 14 | 2020/GTRE/056 | 1 | Level 08-10 | Technical | Refer Annexure-14 | |
| 15 | 2020/GTRE/057 | 1 | Level 06/07 | Technical | Refer Annexure-15 | |
| 16 | 2020/CVRDE/022 | 1 | Level 11 | Technical | Refer Annexure-16 | Chennai |
| 17 | 2020/CVRDE/023 | 1 | Level 14 | Technical | Refer Annexure-17 | |
| 18 | 2020/CVRDE/024 | 1 | Level 11 | Technical | Refer Annexure-18 | |

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|----|------------------|---|-------------|-------------------------------|-----------------------------------|------------------|
| 19 | 2020/DESIDOC/047 | 1 | Level 11 | Technical | Refer Annexure-19 | Delhi |
| 20 | 2020/DOP/033 | 1 | Level 11 | Admin | Refer Annexure-20 | |
| 21 | 2020/DTRDF/052 | 1 | Level 06/07 | Admin | Refer Annexure-21 | |
| 22 | 2020/ISSA/060 | 1 | Level 14 | Technical | Refer Annexure-22 | |
| 23 | 2020/SAG/065 | 1 | Level 10/11 | Admin | Refer Annexure-23 | |
| 24 | 2020/ASL/026 | 1 | Level 09-12 | Admin | Refer Annexure-24 | Hyderabad |
| 25 | 2020/ASL/027 | 1 | Level 12/13 | Technical | Refer Annexure-25 | |
| 26 | 2020/ASL/028 | 1 | Level 12/13 | Technical | Refer Annexure-26 | |
| 27 | 2020/ASL/029 | 1 | Level 12/13 | Technical | Refer Annexure-27 | |
| 28 | 2020/ASL/030 | 1 | Level 12/13 | Technical | Refer Annexure-28 | |
| 29 | 2020/CHESS/046 | 1 | Level 06/07 | Admin | Refer Annexure-29 | |
| 30 | 2020/DMRL/050 | 1 | Level 08 | Admin/ Secretarial work | Refer Annexure-30 | |
| 31 | 2020/DMRL/051 | 1 | Level 07 | Admin/ Accounts | Refer Annexure-31 | Jodhpur |
| 32 | 2020/DLJ/049 | 1 | Level 11 | Technical | Refer Annexure-32 | |
| 33 | 2020/NPOL/061 | 1 | Level 12 | Technical | Refer Annexure-33 | Kochi |
| 34 | 2020/NPOL/062 | 1 | Level 12 | Technical | Refer Annexure-34 | |
| 35 | 2020/NPOL/063 | 1 | Level 11 | Technical | Refer Annexure-35 | |
| 36 | 2020/NPOL/064 | 1 | Level 10 | Technical | Refer Annexure-36 | |
| 37 | 2020/DFRL/048 | 1 | Level 13 | Technical | Refer Annexure-37 | Mysore |
| 38 | 2020/ARDE/037 | 1 | Level 14 | Technical | Refer Annexure-38 | Pune |
| 39 | 2020/ARDE/038 | 1 | Level 14 | Technical | Refer Annexure-39 | |
| 40 | 2020/HEMRL/058 | 1 | Level 12 | Technical | Refer Annexure-40 | |
| 41 | 2020/HEMRL/059 | 1 | Level 11 | Technical | Refer Annexure-41 | |
| 42 | 2020/NSTL/066 | 1 | Level 12/13 | Technical | Refer Annexure-42 | Vizag |
| 43 | 2020/NSTL/067 | 1 | Level 10/11 | Technical | Refer Annexure-43 | |

2. General Terms & Conditions:-

2.1 Experience:

- Officers/ Officials who have retired from Central / State Govts, 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 annexed TOR for each post code).
- 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 strong flair for in-depth examination of his/her areas of work.

2.3 **Remuneration & Allowances:**

a) **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.

b) **Conveyance Allowance:** A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall be allowed as mentioned below:

Rs. 3000/- Upto Level – 11

Rs. 5000/- Level-12, 13 & 14

c) **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 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. His/her engagement as consultant shall not be construed as a case of re-employment.

2.4 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.

2.5 Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed format ([Appendix-A](#)) along with copy of documents as referred in the application to the Director(Lab Name and Address of Lab) mentioned separately in annexed TOR for each post code. The applications can also be sent by email (Lab Internet Email). Incomplete/ineligible applications/ applications sent to address other than mentioned address in annexed TOR or applications received after closing date will be rejected automatically without any intimation to individual. The DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. The detailed terms and conditions of the contract are enclosed as [Appendix-B](#).
4. **Candidates applying for more than one Post Code required to submit separate application for each Post Code.**
5. **Cut off date for receipt of application is 09 July 2021.**

| | |
|--------------------------------------|---|
| Post Code | 2020/ADRDE/036 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Aerial Delivery Research & Development Establishment (ADRDE) Post Box No. 51, Station Road, Agra Cantt. – 282001 Phone : 0562 – 2258261 Email: director@adrde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ADRDE, Agra |
| Category | Technical |
| Pay Level of Retired official | Level 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

Mechanical Engg., Heavy Drop System for C-130 & C-17 aircraft and Radome System

B. The Expertise/Skills/knowledge required for engagement as consultant

He/She should have knowledge of Heavy Drop System/ Radome System installation at different sites.

C. Outline of the tasks to be carried out

- Heavy Drop System/ Radome System installations, supervision commissioning and monitoring
- To facilitate the smooth conduct of User Trials and Mobility Trials of HDS & inflatable Radome, the tasks for the consultant are:
 - Technical and operational capability aspects of documentation of HDS system, preparation for the filed evaluation trials and its transitions from development to production and induction.
 - Ensure successful completion of the User Trials of the Project in the form of user acceptance and final induction into services.
 - To coordinate with system managers of all the DRDO work centres for technical documentation and user and operational manuals.
 - To coordinate for compliance of action point of CDRs.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ITR/031 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Integrated Test Range (ITR) Chandipur, Balasore Odisha – 756025 Contact No: 06782 – 272033/ 272304 Email: director@itr.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ITR, Balasore |
| Category | Technical |
| Pay Level of Retired official | Level 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

B.E/B.Tech/M.Sc with M.Tech/MBA in Technology Management

B. The Expertise/Skills/knowledge required for engagement as consultant

- a. Experience in dealing with RD/IF/MM/CARS projects
- b. Experience in HR Management

C. Outline of the tasks to be carried out

The proposed consultant will be responsible for all documentation related work for various ongoing TD/IF/CARS projects at ITR. Apart from this, he will also be responsible for similar work required for training and skill enhancement schemes for scientists and technologists at ITR.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ITR/032 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Integrated Test Range (ITR) Chandipur, Balasore Odisha – 756025 Contact No: 06782 – 272033/ 272304 Email: director@itr.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ITR, Balasore |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

Graduate in Civil Engineering

B. The Expertise/Skills/knowledge required for engagement as consultant

Civil works planning and related documentation, verification of RIC estimates, works progress monitoring

C. Outline of the tasks to be carried out

The proposed consultant will be responsible for all documentation related work for various civil works and infrastructure projects of ITR. He shall also be responsible for verification of RIC estimate prepared by MES/PMU and will support progress monitoring of all such works.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/CABS/039 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Centre for Air Borne Systems (CABS) Belur, Yemlur Post, Bengaluru - 560 037 Contact No: 080-25049133/25049130 Email: director@cabs.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CABS, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The services of consultant are primarily required to assist Director of Lab/ Programme Director in project formulation and management of upcoming Programme. The consultant is required in Project Management Domain.

B. The Expertise/Skills/knowledge required for engagement as consultant

The consultant is required to be conversant with project formulation and management procedures. The consultant should have command over PERL Analysis, Preparation of GANTT Charts, Project Management, Project Proposal, Product Life Cycle Management etc.

C. Outline of the tasks to be carried out

The consultant will be expected to provide assistance to CABS in:

- Pre -project activities including the following: -
- PERL Analysis, technical gaps and approach to bridge the gaps
- Peer review
- Estimation of cost procurement plan
- Project Execution Plan
- Risk Analysis, Risk Management plans for various projects/Programmes.
- Quality plan document of projects/Programmes
- Software development life cycle guidelines
- Incident report register /log book
- Upkeep of Project Management Records
- Identification of Product Lifecycle Management (PLM) System
- Preparation of GANTT Charts
- Preparation of weekly, monthly reports to DRDO HQrs
- Project related documentation
- Monitor and track major contracts
- Monthly reconciliation of financial statement in consultation with FBA Section
- Any other work assigned by Programme Director/ Project Director on need basis from time to time.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/CABS/040 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Centre for Air Borne Systems (CABS) Belur, Yemlur Post, Bengaluru - 560 037 Contact No: 080-25049133/25049130 Email: director@cabs.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CABS, Bengaluru |
| Category | Admin |
| Pay Level of Retired official | Level 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The consultant with domain expertise in defence auditing and accounting procedures to ensure that sound financial advice is available to Stakeholders in planning and implementing the programme.

B. The Expertise/Skills/knowledge required for engagement as consultant

The consultant is required to be conversant with government rules and regulations, defence auditing and accounting procedures. The consultant should have worked at least at the level of Senior Accounts Officer in government department. The consultant should be comfortable working in a computerized office environment.

C. Outline of the tasks to be carried out

The consultant will be expected to provide assistance to CABS in:

- All work pertaining to Financial closure of Programme / project.
- All work pertaining to Coordination with PDs for compilation of detailed Technical Closure Report.
- Digitisation of financial records.
- Maintain project-related records for ongoing project, including contract documents.
- Maintain track of all demands raised from project funds.
- Advise Programme Director / Project Director on financial management of the project/programme.
- Ensure cash flow projections are timely and accurately made.
- Liaison with audit authorities for clearance of audit related issue.
- Compile information for internal and external auditors, as required.
- Any other work assigned by Programme Director / Project Director / Head Finance on need basis from time to time.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/CABS/041 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Centre for Air Borne Systems (CABS) Belur, Yemlur Post, Bengaluru - 560 037 Contact No: 080-25049133/25049130 Email: director@cabs.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CABS, Bengaluru |
| Category | Admin |
| Pay Level of Retired official | Level 07 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The services of consultant are primarily required to assist Director of Lab through Group Director towards handling the existing works services and future work service proposals of CABS. Due to specialized nature of work in Works Division, it is important that a consultant with domain expertise in works services is hired who is well versed with Works Procedures to ensure that sound advice and assistance is available to Stakeholders in properly meeting the organizational requirements vis a vis Works services activities.

B. The Expertise/Skills/knowledge required for engagement as consultant

The consultant proposed for appointment is required to be conversant with the existing MES Works Procedure 2007(DWP-2007)&CCE(R&D) Works Procedure-2020(RDCE WP 2020). He should be comfortable working in a computerized office environment with knowledge and experience of Works services.

C. Outline of the tasks to be carried out

The consultant will be expected to provide assistance to CABS in:

- Preparation of Statement of Case (SoC) for Provisioning of Works Services.
- Forwarding SoC to MES/CCE(R&D) South for vetting and obtaining Rough indication of Cost (RIC)/Approximate Estimates (AEs) for processing SOC with DCW&E, DRDO HQ at New Delhi.
- Forwarding SoC to Chief Engineer (R&D) South for vetting, where cost is beyond the financial powers of Director, Obtaining Acceptance of Necessity (AON) from DG (Aero) simultaneously.
- Obtaining Convening order for BOO Proceedings/Sanction of works from DCW&E.
- Preparation of Board of Officers (BOO) as per convening order issued by DCW&E and dispatch of the completed BOO Proceedings to DCW&E for admin approval/Sanction.
- Monitoring & guidance on the repairs/maintenance works in CABS.
- Processing of various cases of Capital Works and Minor Works pertaining to MES &CCE(R&D).
- Supervision of all ongoing/Future Works activities and their follow up action till completion of works.

- Supervision of all Maintenance/Repair activities based on urgent/regular complaints through MES/CCE(R&D) register or IONs.
- Regular liaison with Director and/or Group Director on requirement of any future Works services.
- Liaison with civil authorities on acquisition of land on lease to CABS. Processing & regular follow up of cases of land acquisition.
- Liaison with civil authorities for payment of rent on leased land to CABS.
- Liaison with MES and Centre for Ground Water Board (CGWB) for provisioning of Borewell/Tube well whenever required.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/CAIR/042 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Center for Artificial Intelligence and Robotics (CAIR) Ministry of Defence, DRDO Complex CV Raman Nagar, Bengaluru 560093 Contact No: 080 25244288 Email: director@cair.drdo.in and chitrav@cair.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CAIR, Bangalore |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Assessment, data labelling, classification, summarisation and evaluation of Textual and Multi-media content in Digital Documents.

B. The Expertise/Skills/knowledge required for engagement as consultant

The consultant should have at least a Bachelor Degree in Engineering or Master's Degree in Science and should have domain experience as below:

Assessment, Data labelling, Classification, Summarisation and Evaluation of Textual and Multi-media Content in Digital Documents.

- The consultant should be able to provide periodic assessment of specific open domain textual and multi-media content in areas of interest to the project. The broad areas may include topic identification, classification, labelling, summarization and evaluation of the content.
- The consultant should be extremely conversant with the use internet technologies for identifying proper sources of information, able to take a technical judgement on the content and evolve technical parameters for assisting machine learning data mapping.
- Consultant should be conversant with the use of computer system for generation of technical write ups, reports and documents.
- Knowledge of foreign languages other than English will be an added advantage.

C. Outline of the tasks to be carried out

Assessment, Data labelling, Classification, Summarisation and Evaluation of Textual and multi-media Content in Digital Documents.

- Periodic review and assessment of specific open domain content and multi-media in wide areas of topics.
- Survey primarily from Internet sources for enhanced elaboration, description and evaluation of the content.
- Qualification of the open domain content with topic identification, data labelling, classification, evaluation and summarization.
- Qualification of the multimedia content with content assessment.
- Preparation of assessment report and expert documentation.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/CEMILAC/043 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Chief Executive (Airworthiness) Centre for Military Airworthiness and Certification (CEMILAC) DRDO, Ministry of Defence, Govt. of India, Marathahalli Colony Post, Bengaluru - 560 037 Phone No.: 080-25121108 / 1100 Fax: 080-25234368 / 25235131 E-mail: hrd@cemilac.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CEMILAC, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 12/13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Essential Qualification: Graduate Degree (B.E/ B.Tech) in Aeronautical/ Aerospace/ Mechanical Engineering.

Desirable: M.E/M.Tech in Aeronautical/ Aerospace / Mechanical Engineering.

B. The Expertise/Skills/knowledge required for engagement as consultant

- The consultant should have more than 25 years of experience in the field of aero-mechanical systems, Airframe design & development (both statics and dynamics), aero-mechanical aspects of weapon integration.
- Experience in projects like LCA/HJT-36/HTT-40/Kiran/AEW&C/ALH/Jaguar/Mirage.
- Knowledge of Military standards, guide lines of airborne stores and knowledge of airworthiness certification requirements.
- Preference will be given to persons ,retired from DROO, ADA, PSUs & CSIR Labs.

C. Outline of the tasks to be carried out

- Evolving of Certification requirements for Airframe, Indigenized weapon integration on fighter aircraft, airborne launchers, stealth structures and store suspension equipment.
- Participation in the design reviews of airframe, various mechanical systems/Subsystems and share their experience towards optimization of certification requirements.
- Finalization of qualification test matrix and preparation of Test Schedules
- Review of qualification test results of Airframe and mechanical systems / LRUs.
- System Safety analysis and preparation of Failure Mode Effect & Criticality Analysis of Various mechanical systems.
- Preparation of airworthiness clearance for various mechanical system LRUs.
- Tailoring of Certification Standards for state-of-the-art aircraft technologies.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/CEMILAC/044 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Chief Executive (Airworthiness) Centre for Military Airworthiness and Certification (CEMILAC) DRDO, Ministry of Defence, Govt. of India, Marathahalli Colony Post, Bengaluru - 560 037 Phone No.: 080-25121108 / 1100 Fax: 080-25234368 / 25235131 E-mail: hrd@cemilac.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CEMILAC, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 11 and above |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Essential Qualification: Graduate Degree (B.E/B.Tech) in Electronics, Communication & Electrical Systems.

Desirable: M.E/M.Tech in Electronics, Communication & Electrical Systems.

B. The Expertise/Skills/knowledge required for engagement as consultant

Experience

B.Tech / M.Tech in Electronics, Communications and Electrical Systems with 25 years of experience in design, development, testing and certification of avionics.

Knowledge / Expertise

- Knowledge in avionics design, realization, integration and testing
- Experience in the productionization and continued support
- Knowledge in certification practices
- Knowledge in civil and military aviation standards and tailoring process

C. Outline of the tasks to be carried out

The Consultant shall be carrying out the following tasks: -

- Review of requirement specification documents and mapping to the hardware technical specification.
- Study of various analysis (thermal, EMI/EMC, reliability)
- Review of functional test plan and SOFT.
- Review of build standard
- Finalization of qualification test plan for approval.
- Participation in important certification related testing including integration testing.
- Study the Functional, SOFT, QT and integration test reports.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|--|
| Post Code | 2020/CEMILAC/045 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Chief Executive (Airworthiness) Centre for Military Airworthiness and Certification (CEMILAC) DRDO, Ministry of Defence, Govt. of India, Marathahalli Colony Post, Bengaluru - 560 037 Phone No.: 080-25121108 / 1100 Fax: 080-25234368 / 25235131 E-mail: hrd@cemilac.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CEMILAC, Bengaluru |
| Category | Admin |
| Pay Level of Retired official | Level 11 and above |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Essential Qualification: Any degree from recognized University.
Administrative & Establishment matters, DPC & LDCE, Pay Fixation & Pension and Court Cases related to these domains.

B. The Expertise/Skills/knowledge required for engagement as consultant

- The consultant should have thorough knowledge, expertise and 20 years of experience in dealing with interpretation of Recruitment Rules & conduct of DPC & LDCE, Reservation Rosters in Govt, Promotion schemes (DPC & Merit based FCS) and related Legal Matters.
- The consultant having minimum five years' experience in above domain at DRDO will be preferred.
- The consultant should have experience of independently dealing with subject matter as a Head of the Group / Division in the Department.
- The pay level of retired Govt Official shall be Level -11 and above.

C. Outline of the tasks to be carried out

- To render expert advice and suggestions on administration & establishment matters to CEMILAC and all the 14 RCMA's spread across the country.
- To advise on consultation of Local Assessment Board (LAB) for promotion of DRTC cadre personnel of CEMILAC & all RCMA's and conduct of local assessment.
- To prepare the reservation rosters for the non-gazetted posts to be filled by DPC-III for eligible officials of CEMILAC and RCMA's.
- To render expert advice on conduct of DPC-III & LDCE and other important personnel matters.
- To provide guidance in pay fixation and pension paper processing of retired service officers recruited as scientists.
- To assess the status of court cases related to pay fixation of retired service officers who have joined as scientists & recommend the further course of action.

- To advise on the court cases pertaining to CEMILAC & all RCMA's and also the measures to be taken for speedy implementation of court orders within stipulated time frame.
- Any other administrative task / activities as and when assigned by CE(A), CEMILAC.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/GTRE/053 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Gas Turbine Research Establishment PB No. 9302, CV Raman Nagar Bengaluru - 560093 Phone : 080-25040001 Fax : 080-25241507 E-mail ID : director@gtre.drdo.in |
| LAB/ Estt/ Unit (Work Place) | GTRE, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

BE (Mech) with domain knowledge in

- (i) Project Management involving Products definition, Business models and Contract management as per DRDO guidelines
- (ii) Technical Management for Engine realisation involving knowledge in manufacturing, assembly and Testing as per MIL standards.

B. The Expertise/Skills/knowledge required for engagement as consultant

Project Management support with Industry based knowledge is required for Scaling up of production of Engines through Business model definitions. Identification of Industries for Engine Lead Integration with supply chain management for various LRUs, BOIs and precision Components manufacturing. Support for Contract management for engine hardware realisation, establishment of infrastructures for manufacturing, Test facilities and Project data management. Follow-up with DRDO sister labs for project execution.

Technical management support for engine re-configuration for variants, Performance improvement, Value Engineering (VE), Product Life Cycle management (PLC) and Qualification Tests(QT). Technical support for defining QAP for various LRUs, BOIs and Engine critical components. Knowledge on manufacturing methods & process involving Conventional and non-conventional machines, engine hardware manufacturing, engine assembly. Technical support for Qualification Tests definitions for sub-systems and systems, LRUs and BOIs, Test venue identification and test hardware realisation. Support for Reliability through FMEA and FTA. Documentation support for the project.

C. Outline of the tasks to be carried out

a. Tasks at project Office, to support

- Project Management, Business Model definition and Contract Management
- Engine configuration Management and QAP Definition
- Product Improvement & Value Engineering management

- Product Life Cycle Definition Management
- Management for establishment of Test facilities infrastructure
- Qualification Test management
- Follow up with DRDO sister labs

b. Management support for Activities at DcPP site

- Interactions with DcPP for machinery Infrastructure Establishment.
- Machinery Procurement process follow-up
- Machines installation & Commissioning follow-up
- Contract execution follow up.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/GTRE/054 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Gas Turbine Research Establishment PB No. 9302, CV Raman Nagar Bengaluru - 560093 Phone : 080-25040001 Fax : 080-25241507 E-mail ID : director@gtre.drdo.in |
| LAB/ Estt/ Unit (Work Place) | GTRE, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 12 / 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Stage inspection of EBW parts and quality control during prototype fabrication/realisation of Aero Engine

B. The Expertise/Skills/knowledge required for engagement as consultant

Minimum Diploma in Mech. Engg. With minimum 20 years of experience in the area of Welding inspection and QC activities of aeronautical parts.

Skills required: -

- Mechanical Drawing reading and interpretation and able to operate computer
- Hands on experience on handling mechanical measuring instruments and gauges
- Stage on the machine in-process inspection of machined, sheet metal and welded parts
- Preferably experience of working and handling Welder Approval Process, WPR/WQR etc. Inspection, report preparation and related documentation

C. Outline of the tasks to be carried out

In-process visual, dimensional inspection of EBW of aero engine parts. Carry out witness of EBW special processes, perform stage QC activities, preparation of reports and related documentation including liaison and coordination with manufacture engineering, design and suppliers for inspection.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/GTRE/055 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Gas Turbine Research Establishment PB No. 9302, CV Raman Nagar Bengaluru - 560093 Phone : 080-25040001 Fax : 080-25241507 E-mail ID : director@gtre.drdo.in |
| LAB/ Estt/ Unit (Work Place) | GTRE, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Electronics and instrumentation

B. The Expertise/Skills/knowledge required for engagement as consultant

- Expertise in turbo machinery testing and instrumentation for measuring tip clearance, unsteady pressure, vibration, speed, steady pressure and temperature.
- Knowledge in signal conditioning and data acquisition from instruments and sensors.
- Skills for assembly and calibration of instruments for turbo machinery testing, routing and installing the measurement chain elements.

C. Outline of the tasks to be carried out

- Installation and commissioning of systems for gas stand testing of turbochargers
- Instrumentation for pressure, temperature, vibration, tip clearance, unsteady pressure (Kulite), speed
- Installation, maintenance and troubleshooting of measurement chain and data acquisition system for testing
- Assembly and periodic calibration of instruments for testing

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/GTRE/056 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Gas Turbine Research Establishment PB No. 9302, CV Raman Nagar Bengaluru - 560093 Phone : 080-25040001 Fax : 080-25241507 E-mail ID : director@gtre.drdo.in |
| LAB/ Estt/ Unit (Work Place) | GTRE, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 08 / 09/ 10 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

To prepare and carryout the job setting and machining of the jobs with thorough study for cylindrical grinding operation on 1 number of cylindrical grinding machine.

B. The Expertise/Skills/knowledge required for engagement as consultant

Past experience in grinding of aero engine components and related knowledge in job setting, instruments selection, grinding parameters etc. for grinding operations on Nickel based alloys, Titanium alloys & cobalt alloys.

C. Outline of the tasks to be carried out

- Receipt of fixture and part as per drawing and method sheet for specified operation.
- To carry out setting of fixture and component on cylindrical grinding machine to the accuracy levels as per the method sheet.
- To take grinding offset, cutting speed, depth of cut grinding wheel speed, calculation of grinding ratio etc. and verify the parameters with dry run.
- To carry out the machining of components and measure the features of machined job as per method sheet on the machine.
- To interact with officer in charge for any further clarification.
- To conduct trial machining if required.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/GTRE/057 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Gas Turbine Research Establishment PB No. 9302, CV Raman Nagar Bengaluru - 560093 Phone : 080-25040001 Fax : 080-25241507 E-mail ID : director@gtre.drdo.in |
| LAB/ Estt/ Unit (Work Place) | GTRE, Bengaluru |
| Category | Technical |
| Pay Level of Retired official | Level 06/ 07 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

To prepare the jobs by thorough study for fitting operation for project components.

B. The Expertise/Skills/knowledge required for engagement as consultant

Past experience in fitting of aero engine components and related knowledge in fitting operation, fitting tool selection, tapping, deburring etc for Nickel based alloys, Titanium alloys & cobalt alloys.

C. Outline of the tasks to be carried out

- Receipt of parts as per drawing and method sheet for specified operation.
- To carry out fitting operation on components with the accuracy levels as per the method sheet.
- To carry out correct size of holes and further tapping operation on nickel based alloys and titanium alloys components.
- To carry out deburring, critical blade disc fitting operation, verify the parameters.
- To carry out measurement of the features of machined job as per method sheet with dial indicator, micrometer, and height gauges, slip gauges etc. on the machine.
- To interact with officer in charge for any further clarification.
- To conduct fitting at assembly level if required.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|--|
| Post Code | 2020/CVRDE/022 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Combat Vehicles Res. & Dev. Estt. (CVRDE) Avadi, Chennai - 600 054 Phone No.: 044-26364028 Fax No.: 044 - 2638 3661 Email Id: director@cvrde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CVRDE, Chennai |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Technical Work ; The work would include Conceptualization, Design, Development, Production, Evaluation, Drawing and Documentation, etc. Particularly Design, Progressing and Generation of 3-D models and 2-D Manufacturing Drawings, Transfer of Drawings and Specifications with ATP to external agencies and vendors. Progressing of Supply Orders at Vendor premises and guiding them to realize the Product as per design specification, etc., pertaining to New Hydro-gas Suspension & RG System for NGMBT and Landing Gear Struts for the Landing Gear System.

B. The Expertise/Skills/knowledge required for engagement as consultant

Expertise:

The proposed consultant should have worked in project related activities specifically Design and Development of Running Gear System for MBT/AFVs and Landing Gear Struts.

Skills & knowledge:

The proposed consultant should have skill/knowledge & working experience in Arjun MBT knowing about the design & development of Running Gear System related Subsystems viz. Hydro-gas Suspension Unit, High Pressure Seals, Twin Top Roller, Track Adjuster, Track & Sprocket and also Landing Gear Struts viz. Upper Cylinder, Actuator Cylinder, Metering Pin & Sealing System. In which, performance, functional lifing related improvements, weight optimisation and compact sizing are proposed.

C. Outline of the tasks to be carried out

- Evolving new design of RG & Hydrogas Suspension Systems for 50 t class MBT for NGMBT application.
- Review of Design of Existing RG System and Weight & Performance Optimisation for Arjun MBT Mk-1A.
- Design finalization & development of Automatic Track Tensioner & Attitude Control System.
- Design and Development of Hydro gas Strut for new 1.85 t class UAV
- Development of Hydrogas Strut for UAV SWiFT Landing Gear.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/CVRDE/023 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Combat Vehicles Res. & Dev. Estt. (CVRDE) Avadi, Chennai - 600 054 Phone No.: 044-26364028 Fax No.: 044 - 2638 3661 Email Id: director@cvrde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CVRDE, Chennai |
| Category | Technical |
| Pay Level of Retired official | Level 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
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Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Technical Work: The work would include Development, Production, Evaluation, Drawing and Documentation, etc. Particularly Design, Progressing and Generation of 3-D models and 2-D Manufacturing Drawings, Transfer of Drawings and Specifications with ATP to external agencies and vendors, Progressing of Supply Orders at Vendor premises and guiding them to realize Product as per design specification, etc. Pertaining to Turret Mechanical Systems

B. The Expertise/Skills/knowledge required for engagement as consultant

Expertise:

The proposed consultant should have worked in project related activities specifically design and development of Weapon system AFV mechanical systems

Skills / knowledge:

The proposed consultant should have skill/knowledge & working experience in Arjun MBT knowing about design and development Weapon system related all Mechanical systems especially Turret structure, Stowages, Crew seats and Hatches, ERA panels, Guards, Lugs and Brackets, etc., in which performance and ergonomics related improvements, Standardization and inventory management of fasteners and Tools, miniaturisation and compact sizing are proposed.

C. Outline of the tasks to be carried out

- Product development and realisation pertaining to Torsion bar strip assisted hatch mechanisms for AFVs/ NGMBT
- Progressing manufacture of Turret Mechanical Systems including NBC Mechanical Systems
- Progressing Manufacturing of Mechanical Engineering sheet metal Components at site of Industrial Partners

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|--|
| Post Code | 2020/CVRDE/024 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Combat Vehicles Res. & Dev. Estt. (CVRDE) Avadi, Chennai - 600 054 Phone No.: 044-26364028 Fax No.: 044 - 2638 3661 Email Id: director@cvrde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CVRDE, Chennai |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The consultant is required to work in the domain of preparation/ updation of production drawings based on the changes/ modifications carried out during the fabrication and assembly of two FOPMs of CCPT vehicle.

The updated drawings are to be issued to OFB and M/s BEL for the mass production of remaining CCPT vehicles.

B. The Expertise/Skills/knowledge required for engagement as consultant

Expertise:

The consultant should have expertise in preparation of auto cad drawing. The consultant also should have technical and working knowledge on all subsystems of CCPT vehicle.

Skills/ Knowledge:

The consultant should have excellent skills and knowledge in preparation of production drawings, production process of BMP 2/ variants at Ordn. Factory, Medak and experience in development, fabrication, integration and trials of CCPT vehicle.

C. Outline of the tasks to be carried out

Army placed indent for production of 43 nos of CCPT vehicle. Indent includes two FOPMs which are to be offered for user validation trials to obtain Bulk Production Clearance (BPC). The chassis with automotive system of the two FOPMs are fabricated at OFMK and was sent to M/s BEL for integration of Command Post equipments, APU and environmental Control System.

Many modifications and improvements were carried out in the chassis for the fitment of subsystems and those changes are to be incorporated in the production drawings.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|--|
| Post Code | 2020/DESIDOC/047 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director DESIDOC Metcalfe House, Delhi-110054 Phone No.: 011-23902442 E-mail: director@desidoc.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DESIDOC, Delhi |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

- Library & Information Science/Documentation
- Automation software using KOHA, Metadata preparation, Classification using UDC, Resource discovery software- VuFind
- Institutional repository building using DSpace.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Experience in handling KOHA, VuFind software, DSpace software etc.

C. Outline of the tasks to be carried out

- Acquisition and technical processing of documents through KOHA software.
- Classification of documents using UDC, MARC record preparation, Indexing, RFID tagging, MARC record rectification in KOHA.
- Scanning and digitization, Metadata preparation and uploading in DSpace.
- Handling of DESIDOC discovery services.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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| Post Code | 2020/DOP/033 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Directorate of Personnel Room No. 217, DRDO Bhawan, RajajiMarg, New Delhi-110011 Phone: 011 - 23007218 Fax: 011 - 23014576 Email: dte_pers@hqr.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DOP, DRDO HQ, New Delhi |
| Category | Admin |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Ensure timely positioning of suitable Officers and Personnel from the Army, Navy and Air Force as per requirement and RE provisions, actively liaise with DHRD for creation of new posts wherever required, handling of ACRs of Service Officers and examine the related policies, examine proposal initiated by Service Headquarters from time to time regarding postings and coordination of the same at DRDO Labs/Estts, total manpower and personal management of Permanently Seconded Officers to DRDO, handling requirement of Additional Service Officers for various Projects, examination of requests for extension of tenure and even requests for premature repatriation from DRDO, sorting personal grievances of Officers and Personnel and overall function as a single point Nodal Officer for smooth interface between the Armed Forces and DRDO.

B. The Expertise/Skills/knowledge required for engagement as consultant

- The Consultant proposed for appointment is required to be well conversant with the Rank Structure and HR Policies of the Armed Forces.
- The applicant should have through knowledge, expertise, experience, managerial and presentation skills in dealing with various HR aspects of the Armed Forces, their discipline and vigilance matters and their various entitlements. The applicant should have adequate experience of independently dealing with the subject matter, preferably having served a tenure in Army HQ/Naval HQ/Air HQ, and in DRDO, during the entire service career.
- The applicant should be capable of confidently presenting views in a clear, concise and constructive manner, and also be able to assemble ideas, issues and observations into a clear and useful explanation for the rationale behind any proposed decision.
- The applicant must be a retired Government employee from Level-11 of 7th CPC Pay Matrix.

C. Outline of the tasks to be carried out

- Ensure updated data management of Armed Forces Officers and Personnel in DRDO, at all times, and use it as a tool to identify and forecast the manpower requirements so that seamless continuation of various Projects is ensured.

- Active liaison with the Labs and all the three Headquarters of the Armed Forces to facilitate proper manpower management.
- To render expert suggestions and advice from time to time on processing cases related to Armed Forces Officers and personnel in DRDO.
- Any other administrative and personnel task/activity as and when assigned.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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| Post Code | 2020/DTDF/052 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Directorate of Technology Development Fund (DTDF) Room No. 325, DRDO Bhawan, RajajiMarg, New Delhi -110011. Phone: 011-23007758 Email id: director.tdf@hqr.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DTDF, DRDO HQ, New Delhi |
| Category | Admin |
| Pay Level of Retired official | Level 06 / 07 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Accounts/ Finance

B. The Expertise/Skills/knowledge required for engagement as consultant

Essential: Having practical knowledge and experience of handling Accounts/ scrutinizing financial and administrative documents of industries/financial matters/ procurement related matter/ documents of R&D Projects.

Desirable: Computer skill with efficient working on MS-Office.

C. Outline of the tasks to be carried out

- To deal with the finance related activities of DTDF projects running across the country under grant-in-aid scheme of DRDO.
- To scrutinize the administrative and financial documents submitted by shortlisted Development Agencies for their completeness with respect to SoP of TDF Scheme.
- Scrutiny of Statement of Accounts and Utilization certification and other documents submitted by the Development Agencies (DAs) of payment of advance/ contingent bill and subsequent contingent bill against completion of milestone of project.
- Preparation of financial documents and Bills for submission to PCDA R&D for release of payments.
- To liaise with PCDA (R&D) for timely release of payment under TDF Scheme projects to DAs.
- To monitor the DTDF budget and maintain the register of release of funds.
- To reconcile DTDF project transactions.
- To maintain and monitor Indemnity Bond/ Bank Guarantee being held at DTDF.
- Scrutiny of new project sanctions letters and closure of completed/ short closed projects.
- Preparation of documents for Audit and submission of financial closure documents to PCDA of completed projects.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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| Post Code | 2020/ISSA/060 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Institute for Systems Studies & Analyses (ISSA) Metcalfe House, Delhi-110054 Phone: 011-23882163 Fax No: 011-23819033 E-mail: director@issa.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ISSA, Delhi |
| Category | Technical |
| Pay Level of Retired official | Level 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Mathematical and logical modeling of tactical, operational, strategic level knowledge in multi-domain warfare (Land, Air and Navy) and multi theatre warfare combining Mountain, Desert, ORT and Ocean/Seas.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Mathematical modelling and simulation, systems analysis & operational research applications in defence.
- Previous experience in the development of combat modeling for computer wargaming systems, verification & validation of the mathematical/simulation combat models.

C. Outline of the tasks to be carried out

- Guiding and reviewing the formulation of combat resolution modeling.
- Independent Verification and Validation

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|---|
| Post Code | 2020/SAG/065 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Scientific Analysis Group (SAG) Metcalfe House Complex, Delhi-110054 Tele: 011-23814943 Fax: 011-2382683 Email id: girishmishra@sag.drdo.in |
| LAB/ Estt/ Unit (Work Place) | SAG, Delhi |
| Category | Admin |
| Pay Level of Retired official | Level 10/11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Material management

B. The Expertise/Skills/knowledge required for engagement as consultant

With a minimum or 10 years' experience in Material Management and having retired in the pay scale of level 10 or level 11.

C. Outline of the tasks to be carried out

- Inventory management (Both manual and PC based)
- Creation of vouchers and completion of accounting action for all stores related receipt/ issue transactions.
- All actions related to condemnation and disposal of obsolete / unserviceable stores.
- Weeding out of old files related to project and non-project procurements.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ASL/026 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Advanced Systems Laboratory (ASL) Dr. A.P.J. Abdul Kalam Missile Complex PO Kancharbagh, Hyderabad-500 058 Phone No.: 040-24188040 Email Id: director@asl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ASL, Hyderabad |
| Category | Admin |
| Pay Level of Retired official | Level 09 - 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Account /Budget

B. The Expertise/Skills/knowledge required for engagement as consultant

To have practical knowledge and experience of handling Account, Budget Audit and planning related matters for R&D projects

C. Outline of the tasks to be carried out

- Planning and monitoring the budget allocations for R&D Projects
- Settlement of various accounts
- Audit of account

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ASL/027 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Advanced Systems Laboratory (ASL) Dr. A.P.J. Abdul Kalam Missile Complex PO Kancharbagh, Hyderabad-500 058 Phone No.: 040-24188040 Email Id: director@asl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ASL, Hyderabad |
| Category | Technical |
| Pay Level of Retired official | Level 12 / 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Material Management / Procurement

B. The Expertise/Skills/knowledge required for engagement as consultant

Material Management knowledge of store's audit requirements, Knowledge of GeM processes of R&D Projects

C. Outline of the tasks to be carried out

- Planning and monitoring of demand at various stages
- Processing demand as per the DRDO guidelines
- Processing demand on GeM
- Preparation of store processes for audit compliance

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ASL/028 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Advanced Systems Laboratory (ASL) Dr. A.P.J. Abdul Kalam Missile Complex PO Kancharbagh, Hyderabad-500 058 Phone No.: 040-24188040 Email Id: director@asl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ASL, Hyderabad |
| Category | Technical |
| Pay Level of Retired official | Level 12 / 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Mechanical/Electrical/Composite

B. The Expertise/Skills/knowledge required for engagement as consultant

Quality Assurance of Mechanical / Electrical/Composite Products

C. Outline of the tasks to be carried out

- Quality Assurance of Electrical, electronic package Mechanical/Composite Systems.
- Preparation and Review of Quality and Acceptance Documents
- Expertise in NDT of Metal / Composite is preferred.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ASL/029 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Advanced Systems Laboratory (ASL) Dr. A.P.J. Abdul Kalam Missile Complex PO Kancharbagh, Hyderabad-500 058 Phone No.: 040-24188040 Email Id: director@asl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ASL, Hyderabad |
| Category | Technical |
| Pay Level of Retired official | Level 12 / 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Structural Engineering (Mechanical / Civil)

B. The Expertise/Skills/knowledge required for engagement as consultant

Should have sound knowledge of Structural Design and Analysis.

Should have experience in Testing and Evaluation of Mechanical Components.

C. Outline of the tasks to be carried out

- To Design and qualification of various mechanical/composite structures
- To have the expertise in carrying out dynamic analysis
- To review the failure and non-conformance of mechanical systems with respect to structural design requirements.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ASL/030 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Advanced Systems Laboratory (ASL) Dr. A.P.J. Abdul Kalam Missile Complex PO Kancharbagh, Hyderabad-500 058 Phone No.: 040-24188040 Email Id: director@asl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ASL, Hyderabad |
| Category | Technical |
| Pay Level of Retired official | Level 12 / 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Mechanical/Propulsion/ Electrical/Checkout

B. The Expertise/Skills/knowledge required for engagement as consultant

Experience in Mechanical, Propulsion, and Electrical and Checkout integration activities.

C. Outline of the tasks to be carried out

- Integration Testing and Evaluation of Mechanical/ Propulsion/ Electrical/ Checkout
- Co-ordination with Integration and Testing Agencies
- Review of various integration activities

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/CHES/046 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Centre for High Energy Systems & Sciences (CHES) Vigyana Kancha, Hyderabad-500 069 Phone No.: 040-2430 2870 Email id: director@chess.drdo.in |
| LAB/ Estt/ Unit (Work Place) | CHES, Hyderabad |
| Category | Admin |
| Pay Level of Retired official | Level 06 / 07 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Admin (Accounts & Budget)

B. The Expertise/Skills/knowledge required for engagement as consultant

- Material Management System as per PMD
- Financial & cost Accounting for new projects
- Assets accounting for projects and Build-up
- Fund allocation – Build-up and projects
- Budget allocation – build-up and Project under various head
- FBE forecast and Revised estimate and generate report of utilised and available fund

C. Outline of the tasks to be carried out

- Material Management System as per PMD
- Financial & cost Accounting for new projects
- Assets accounting for projects and Build-up
- Project documentation
- Fund allocation – Build-up and projects
- Budget allocation – build-up and Project under various head
- FBE forecast and Revised estimate and generate report of utilised and available fund

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/DMRL/050 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Defence Metallurgical Research Laboratory (DMRL) Kanchanbagh, Hyderabad - 500 058 Phone: 040 - 24586393 Email: director@dmrl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DMRL, Hyderabad |
| Category | Admin/ Secretarial work |
| Pay Level of Retired official | Level 08 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

To maintain effective and proper liaison (i) within the Lab (ii) in consultation with other Labs involved & (iii) with the offices of the Central Govt. Counsels, Court to ascertain the date of hearing of the cases in respect of Legal (Court) Matters - Administrative/Secretarial Work.

B. The Expertise/Skills/knowledge required for engagement as consultant

- The individual should have at least 15 years experience in handling legal (Court) matters and liasoning with Assistant Solicitor General & other Senior Central Govt. Standing Counsels, Branch Secretariat, Bangalore and DRDO HQrs (DOP & DMS).
- The individual should be a local resident (Hyderabad City) and familiar with the Residences & Office Locations of Assistant Solicitor General & other Senior Central Govt. Standing Counsels as the job involves liasoning & discussions even during late evening hours at their Offices/Residences.
- The individual should be familiar with the SOP of handling of legal cases prepared by DOP, DRDO HQrs& correspondence with Branch Secretariat, Bangalore and DRDO HQrs (DOP & DMS).
- The individual should have at least 15 years experience in Administrative / Secretarial Work viz., drafting, typing, working experience on computers (MS Office & Acrobat Reader), Internet, communication & inter-personal skills.

C. Outline of the tasks to be carried out

- To examine thoroughly all the issues arising out of various notices/litigations/cause lists in High Court, Central Administrative Tribunal, City Civil Courts & other Lower Courts.
- To interact with Police Authorities with regard to the cases involving employees who are in service.
- To coordinate/interact effectively with Establishments, Admin, Finance, Material Management & Works Groups of DMRL calling for parawise comments for preparation of reply statements covering brief facts of the case in consultation with Assistant Solicitor General & other Senior Central Govt. Standing Counsels, DRDO HQrs. for timely filing before Hon'ble High Court, Central Administrative Tribunal, City Civil Courts & other Lower Courts. Majority of the cases

relate to service matters & a reasonable fraction related to land acquisition, additional compensation and manpower contract matters.

- To liaise on legal matters with Assistant Solicitor General & other Senior Central Govt. Standing Counsels at High Courts, Central Administrative Tribunal, City Civil Courts & other Lower Courts during court hours & discussions even during late evening hours at their Offices/Residences of the above Counsels.
- Create files of history of each legal case in a systematic way.
- Vast Experience in Secretarial/Administrative work like drafting, typing and taking dictations, correspondence related to Legal and Administration.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/DMRL/051 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Defence Metallurgical Research Laboratory (DMRL) (PO) Kanchanbagh, Hyderabad - 500 058 Phone: 040 - 24586907 Fax: 040 – 24340683 Email: director@dmrl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DMRL, Hyderabad |
| Category | Admin/ Accounts |
| Pay Level of Retired official | Level 07 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

Administrative Work related to Cash & Finance Matters

B. The Expertise/Skills/knowledge required for engagement as consultant

- The individual should be familiar with dealing of Financial Accounting Procedures like preparation of various claims as per the Audit Guidelines and maintenance of Accounts like Cash Assignment, Public Fund, Imprest and Regimental Fund Accounts.
- The individual should prepare Forecast Budget Estimates and monitor expenditure against the allotments.
- The individual should be familiar with dealing HBA and other advances as per Govt. instructions and maintaining their recovery accounts.
- The individual should have adequate knowledge in dealing with Disciplinary cases of laboratory.
- The individual should have adequate skills to improve Office Automation with adopting various software programmes of Admin & Finance for easy functioning of office.
- The individual should be familiar with dealing of pension cases.
- The individual should have adequate knowledge in updation and maintenance of service records.
- The individual should have skills to minimize the Audit objections with proper maintenance of claims/records as the Audit office requirements.
- The individual should have thorough knowledge in Dealing with matters related to Unions/Associations & Works committee.
- The individual should have thorough knowledge in proper maintenance of Cash Accounting system.
- The individual should be familiar with rules and regulations of Admin & Finance & Income Tax.
- The individual should have thorough knowledge in SROs related to Recruitment, Promotion.

C. Outline of the tasks to be carried out

Support in carrying out the enlisted tasks to Admin & Finance.

- Dealing with Financial Accounting procedures like preparation of various claims as per the guidelines and Maintenance of Accounts like Public Fund, Imprest, Cash Assignment and Regimental Fund.
- Dealing with Disciplinary cases.
- Ensuring and maintain all the advances including HBA are drawn as per the rules and recovery.
- Efforts to improve the existing office procedures by adopting an integrated approach of the Admin and Finance Software packages for easy functioning of office.
- Dealing with Pensionary Cases and processing claims timely related to Retirement Benefits as per Govt. instructions.
- Dealing with Unions/Associations & Works committee as per the guidelines issued by DRDO Head Quarters.
- Ensure to minimize Audit Objections with proper maintenance of Claims & Records as per Audit Office instructions.
- Liaisoning with other State/Central Govt. Offices like Inspector of Factories, Income Tax, CDA (Pension), Local CDA Offices & other Laboratories.
- Filing of IT Returns quarterly and yearly & issue of Form 16 to all employees.
- Preparation of Bank Reconciliation statements and recouping the Imprest Payments.
- Proper maintenance of Cash Accounts.
- Thorough knowledge in Rules and Regulations of Admin & Finance.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/DLJ/049 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Defence Laboratory, DRDO, Ministry of Defence Ratanada Palace, Ratanada, Jodhpur - 342011 Contact No: 0291-2510275 Email:director@dl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DL, Jodhpur |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

Chemical synthesis of fine metallic fibers and its surface enhancement techniques

B. The Expertise/Skills/knowledge required for engagement as consultant

Expertise in development of fine metallic fibers for use as suitable chaff material for defence application. And expertise in surface finishing treatment on fibers, for improvement of fiber dispersion, by slip-coating process.

C. Outline of the tasks to be carried out

- To oversee the continuous production of chaff material and optimization of process parameters like ageing, temperature, concentration of reactants and linear speed of fibers, for 2000 prototypes each of 26 mm & 50 mm Chaff Payloads for DQT, LAT and User Trials from IAF Aircrafts. Around 850 kg of finished fibers will be required for fabrication of above prototypes as deliverables.
- R&D in enhancement of surface finishing of futuristic chaff materials for improvement of dispersion properties of these fibers.
- Quality Control of finished fibers after Slip-coating treatment of fine chaff fibers and during preparation of chaff hanks & chaff packs as per the optimized design of each type of payloads.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/NPOL/061 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Physical & Oceanographic Laboratory (NPOL) Thrikkakara, Kochi-682021 Contact No.: 0484 2422650 0484 2572014/25 Email: hrd@npol.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NPOL, Kochi |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Radio Frequency Communication Systems

B. The Expertise/Skills/knowledge required for engagement as consultant

- Experience in Testing and Calibration
- RF System Integration and Testing
- Antenna Characterization and Calibration
- Experience in installation of ATRs in Airborne platforms
- Experience in MIL Qualification like SOFT, QT of ATRs for airborne fitment
- Experience in Design, Development & Testing of Sonobuoys

C. Outline of the tasks to be carried out

Pre-project activities of Project MARCOMS:

- Design inputs for various RF sub systems of Project MARCOMS
- Planning and Formulation of the Test and Measurement infrastructure required to test RF sub system of the project in lab and field
- Assisting in project documentation such as preparation of design documents

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/NPOL/062 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Physical & Oceanographic Laboratory (NPOL) Thrikkakara, Kochi-682021 Contact No.: 0484 2422650 0484 2572014/25 Email: hrd@npol.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NPOL, Kochi |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Mechanical engineering aspects related to submarine launched systems.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Experience in assembly and Installation of systems on-board submarine.
- Expertise in development and testing underwater connectors
- Expertise in development and testing of underwater cables and enclosures
- Experience in development of buoyancy systems
- Thorough knowledge in ocean engineering sub-systems

C. Outline of the tasks to be carried out

- Design, Development of ejection system for oceanography probe from dived submarine
- Design, Development of connectors and cables for the oceanography probe deployment
- Design, Development of Enclosure for accommodating oceanography probe associated electronics
- Interaction with industries for the development of above mentioned items

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/NPOL/063 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Physical & Oceanographic Laboratory (NPOL) Thrikkakara, Kochi-682021 Contact No.: 0484 2422650 0484 2572014/25 Email: hrd@npol.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NPOL, Kochi |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Diploma holders in Mechanical Engineering

B. The Expertise/Skills/knowledge required for engagement as consultant

Experience in the areas of development of Sonar array structures, under water sealing and pressure tight housings, under water electro mechanical connectors, sensor arrays and sensor housings, Hydraulic and electric sonar handling systems

C. Outline of the tasks to be carried out

- To provide technical support in Engg subsystem, configuration and development and preparation of system/ design documents/ drawings.
- Preparation and checking of 2D drawings, interaction and monitoring of fabrication of systems in house and at OEM premises
- Preparation of QA plans and participation in acceptance tests
- To support the installation and STW of systems on-board sea going platforms, preparation of FATS/HATS documents, participation in acceptance of systems etc.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/NPOL/064 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Physical & Oceanographic Laboratory (NPOL) Thrikkakara, Kochi-682021 Contact No.: 0484 2422650 0484 2572014/25 Email: hrd@npol.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NPOL, Kochi |
| Category | Technical |
| Pay Level of Retired official | Level 10 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Project system integration and acceptance tests in the laboratory, factory and during the field trials.

B. The Expertise/Skills/knowledge required for engagement as consultant

Experience in the field of transducer engineering, acceptance tests of subsystems, system integration and the coordination of different agencies for the various activities of the projects.

C. Outline of the tasks to be carried out

- To provide support in acceptance tests during the systems and subsystems integration and during the system evaluation and field trials.
- To provide support in coordinating the activities of the projects with various agencies (production agencies, vendors, etc.)

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/DFRL/048 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Defence Food Research Laboratory (DFRL) Siddarthanagar, Mysore - 570 011 Phone No.: 0821 – 2473651 Email id: director@dfrl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | DFRL, Mysore |
| Category | Technical |
| Pay Level of Retired official | Level 13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

- Food Science & Technology, Meat science & Technology
- Quality Control/Quality assurance & Documentation

B. The Expertise/Skills/knowledge required for engagement as consultant

Experience Meat Science & Technology, Development of Field test kit for the quality evaluation of frozen/chilled chicken/mutton, Quality Control/ Quality Assurance & Documentation in the field of Food Science & Technology

C. Outline of the tasks to be carried out

- i. Modifications/ improvements in the test kit for the quality evaluation of frozen/chilled/ chicken/mutton for Armed Forces
- ii. Improvements in chilling, freezing and thawing methods to improve the quality characteristics of frozen/chilled meat
- iii. Execution of all quality control assurance protocols of the newly developed operational rations food products and field test kits for Armed Forces.
- iv. Human Space Flight Programme of Gaganyaan Mission for the standardization of Space Foods and other deliverables.
- v. QA/QC documentation of all R&D activities of DFRL as per the DRDO quality policies.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ARDE/037 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Armament Research & Development Establishment (ARDE) Dr. Homi Bhabha Road, Armament Post Pashan, Pune-411021 Phone : 020-25865274 Fax : 020-25865102 Email : director@arde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ARDE, Pune |
| Category | Technical |
| Pay Level of Retired official | Level 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The individual should have preferably been involved in the in the development of Self Propelled Artillery (Tracked) Projects and derivative of MBT'S (T-72 and Arjun) such as:

- Development of 155 mm, 52 calibre Self Propelled (Tracked) Gun system on Arjun Chassis and Automotive system (BHIM -T6).
- Development of Arjun Catapult, 130 mm M-46 Gun system mounted with Arjun Chassis and Automotive system.
- Successful Implementation of Product Lifecycle Management across various work centers for data storage and easy retrieval of all the projects with version control as standoff reference to the future projects.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Domain expertise in the particular field (design, development, integration, TOT, production, evaluation, planning, monitoring, documentation and QNQC), Project Management and Technology Management.
- The officer qualified as an Engineer with additional qualification of MBA in Technology Management, along with rich domain experience should able to address the requisite support for the project team. He should also possess vast knowledge in Artillery related project development and few other projects of AFV.
- The Consultant is expected to help the project team in executing the project within facilitate the systematic approach of realizing the project along with the Project execution team with synergy in phase. This being the core and foremost demanding objective, the consultant with good Project Management and Technology Management background would help the project team to accomplish the set goal in time.
- Consultant should facilitate the team to overcome challenges by proper analytical skills and high logical ability.
- Rationale thinking while applying the lessons learned in the past.

C. Outline of the tasks to be carried out

- Advice, Guide and support in evolving configuration, design and documentation.

- Advice, Guide and support in evolving the Quality assurance procedures and their documentation.
- Advice, Guide and support in evolving the design of Jigs Fixtures, special tools and equipments.
- Advisory help from time to time in the formulation of User documents.
- Internal review of all the above activities from time to time.
- Continuous engagement with the selected Industry partner(s) in expediting the work of realizing systems.
- Participate in the special reviews of the projects on regular basis.
- Suggest time compression methodologies and resort to QFDs, DFMA and other problem solving tools.
- Associate in the QAP of the sub systems and participation in the Factory Acceptance Tests.
- Engage in formulating in the trials plans, and readiness of equipments.
- Participate in the trials at Outstation.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/ARDE/038 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director Armament Research & Development Establishment (ARDE) Dr. Homi Bhabha Road, Armament Post Pashan, Pune-411021 Phone : 020-25865274 Fax : 020-25865102 Email : director@arde.drdo.in |
| LAB/ Estt/ Unit (Work Place) | ARDE, Pune |
| Category | Technical |
| Pay Level of Retired official | Level 14 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

The proposed engagement is for specific work related to EM Railgun projects in pipeline as specified below:

- For setting up of the infrastructure and facilities at "Centre for Electro Magnetic Launch Technology (CEMaLT)" at Kothrud Annex, ARDE, Pune including planning and layout for machinery, test equipment and procedure for installation and commissioning.
- To review and monitor the progress of the configurations, design, simulation and analysis of sub systems of a 100MJ Electromagnetic Railgun powered by Capacitor Bank proposed to be installed at CEMaLT, ARDE Pune.
- To provide technical expertise leading to weaponisation and field adaptation of 100MJ Electromagnetic Railgun for both Naval and Land environments.

B. The Expertise/Skills/knowledge required for engagement as consultant

- The consultant should have adequate knowledge and more than 05 years of working experience in the all the following five fields:
 - Development of Pulsed power system for EM Railgun
 - Development of Rail launcher system for EM Railgun
 - High current Pulse forming network for EM Railgun
 - High Current Switching Systems for EM Railgun
 - High Voltage Electrical power supply system for EM Railgun
- Additional working experience in the field of design, development, testing, evaluation and induction weapons systems and armament technology will be preferred.
- The consultant is desired to be a prominent figure in the areas of EM railgun technology
- The consultant should have retired not below Pay level 14 as per 7th CPC.

C. Outline of the tasks to be carried out

- Review and Monitor the progress for the infrastructure, facilities, layout for test equipment at CEMaLT, at Kothrud Annex, ARDE Pune.
- Suggest selection and placement of hardware for installation and optimum utilization of facilities at CEMaLT.

- Review of configurations, design, modeling, simulation and analysis of sub systems of a 100MJ Electromagnetic Rail Gun powered by Capacitor Bank based on pulsed power technology.
- Plan and suggest placement of Capacitor Bank, Railgun Launcher System and other technical Hardware as per project requirements for 100MJ Electromagnetic Rail Gun.
- Supervision of preparation and review of Technical documents, SoC, PEARL report, Feasibility study report for design and development of a 100MJ Electromagnetic Rail Gun system for field applications.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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| Post Code | 2020/HEMRL/058 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director High Energy Materials Research Laboratory (HEMRL) Sutarwadi, Pune-411 021 Contact no: 020-25912162 Email Id: director@hemrl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | HEMRL, Pune |
| Category | Technical |
| Pay Level of Retired official | Level 12 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

Armament - Igniter for solid rocket propellant

B. The Expertise/Skills/knowledge required for engagement as consultant

- Experience of design and development of ignition system.
- Experience of processing of pyrotechnic compositions.
- Experience of processing, assembly and testing of igniters.
- Knowledge of preparation of QA/QC for igniters.
- Experience of preparation of ToT documents.

C. Outline of the tasks to be carried out

- In the area of cap based ignition system
 - Testing, evaluation and post-test analysis of CBIS.
 - Preparation of ToT documents.
 - Preparation of Quality assurance Plan
 - Transfer of Technology to identified agencies like OFB as well as to private firms
 - Development of CBIS as an alternative design
- Review of JSS specifications.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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|--------------------------------------|--|
| Post Code | 2020/HEMRL/059 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director High Energy Materials Research Laboratory (HEMRL) Sutarwadi, Pune-411 021 Contact no: 020-25912162 Email Id: director@hemrl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | HEMRL, Pune |
| Category | Technical |
| Pay Level of Retired official | Level 11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required**

Armament Technology (CCC & Gun Propellant)

B. The Expertise/Skills/knowledge required for engagement as consultant

- Experience of designing of moulds / tools for processing of various CCC components.
- Experience of processing CCC on laboratory / pilot scale.
- Experience of laboratory testing (Mechanical properties, physical properties and CV testing) & inspection of CCC.
- Experience of assembly of gun ammunition.
- Experience of processing gun propellants.
- Experience of laboratory testing (physical measurement, density, closed vessel firing, chemical analysis, etc.) of gun propellant & analysis of results.

C. Outline of the tasks to be carried out

- Design of moulds / tools for processing of various CCC components.
- Processing of CCC components by varying compositions, process parameters for optimization.
- Laboratory testing of CCC components & processed propellants (Mechanical properties, physical properties and CV testing)
- Assembly of ammunition with developed CCC components.
- Preparation of specification, QA and process documents of CCC & Gun Propellants.
- Processing of NG free RDX based Gun Propellant in slotted stick / mono-tubular / hepta-tubular configuration by varying compositions, configurations and process parameters.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|--|
| Post Code | 2020/NSTL/066 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Science and Technological Laboratory (NSTL) Vigyan Nagar, Gopalapatnam (Post) Visakhapatnam-530027 Contact No.: 0891-2586146/6120 Email: director@nstl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NSTL, Vizag |
| Category | Technical |
| Pay Level of Retired official | Level 12/13 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
| Terms and conditions of the contract | Appendix-B |
| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

- Preparation of various documents pertaining to various projects, ToT, Production etc.
- Educational Qualification: Engineering Graduate (Mechanical/Electrical/ Electronics- Embedded Systems) with expertise in technical communication skills with experience in generation of documents like Feasibility study report, Project proposal, Closure Report, ToT, Production and User Manuals etc.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Design, Development of documentation templates and Documentation of products/systems under export/induction
- Review of documents submitted by production agencies before handing over to USER as a part of ToT/production order.

C. Outline of the tasks to be carried out

- Generation of documentation templates for different applications in respect of all ongoing/futuristic projects and products developed by NSTL.
- Responsible for generation of various documents pertaining to products developed by NSTL, ongoing/futuristic projects like Feasibility study report, Project proposal, Closure Report, ToT, production and User Manuals etc.
- Review of Production documents
- Documents for Export Systems.

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

| | |
|--------------------------------------|---|
| Post Code | 2020/NSTL/067 |
| Advertisement No. | DRDO/DOP/Consultants/03/2021 |
| No. of Posts | 01 (One) |
| Where to apply | The Director, Naval Science and Technological Laboratory (NSTL) Vigyan Nagar, Gopalapatnam (Post) Visakhapatnam-530027 Contact No.: 0891-2586146/6120 Email Id: director@nstl.drdo.in |
| LAB/ Estt/ Unit (Work Place) | NSTL, Vizag |
| Category | Technical |
| Pay Level of Retired official | Level 10/11 |
| Maximum Remuneration | As per para 2.3 of Advt. No. DRDO/DOP/Consultants/03/2021 |
| Contract/ Duration/Period | Initially one year (extendable for Second year, as decided by the Competent Authority) |
| Application Format | Appendix-A |
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| Closing Date | 09 July 2021 |

Post Specific Terms of Reference (TOR) for Engagement of Consultant

A. Discipline or domain, where engagement of Consultant is required

- Preparation of various documents pertaining to various projects, ToT, Production etc.
- Educational Qualification: Engineering Graduate (Mechanical/ Electrical/ Electronics-Embedded Systems) with expertise in technical communication skills with experience in generation of documents like Feasibility study report, Project proposal, Closure Report, ToT, Production and User Manuals etc.

B. The Expertise/Skills/knowledge required for engagement as consultant

- Design, Development of documentation templates and Documentation of products/systems under export/induction
- Review of documents submitted by production agencies before handing over to USER as a part of ToT/production order.

C. Outline of the tasks to be carried out

Preparation of the following documents pertaining to project considering user point of view.

- MQAP's
- Drawings
- ATPs
- Technical manuals
- User manuals
- MR Manuals

D. Estimated time period required for completion of Tasks

Initially one year (extendable for Second year, as decided by the Competent Authority)

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

Closing Date: 09 July 2021

| | | |
|-----|---|-------------------------------------|
| 1. | Post Code: | |
| | Advertisement No.: | DRDO/DOP/Consultants/03/2021 |
| 2. | Name in Full: (in Block letters) | |
| 3. | Date of superannuation: (DD- <i>MMM</i> -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- <i>MMM</i> -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 <i>Scientific / Technical posts</i>) | |
| | Area of Specialization : (for <i>Admin. posts</i>) | |

| | | | | |
|-----|---|-------------|-----------|------------------------------------|
| 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) |
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| 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

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 term of the appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two year after the age of superannuation wherever adequate justification exists, the term may be extended based on a review of the task and the performance on the contract appointee, provided it shall not be extended beyond 5 year after superannuation. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics & Integrity.
5. The consultant shall be paid fixed remuneration and conveyance allowance as per Corrigendum of the para 6 of GoI letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/D(R&D)/2019 dt 08th Apr 2020, issued vide Govt letter No.DHRD/DRDO CONSULANT/GUIDELINES/E/312/D(R&D)/2021 dated 30 Apr 2021. The consultant shall be paid a fixed monthly remuneration, 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. 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. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/her by DRDO in his/her capacity as Consultant.
9. 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.
10. Consultants shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt employees.
11. 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.
12. 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.