

Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Office of DG (MSS), DRDO Bhawan, New Delhi

Dated : 28/11/2022

ADVERTISEMENT

**Engagement of Retired Government Officials as `Consultants` on Contract Basis
in DRDO – Inviting Applications thereof : Regarding**

DRDO invites applications from retired officials from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on short term contract basis as per Post Specific Terms of reference (TOR). The relevant details and eligibility criteria are given below :-

Ser No	Post Code	No of Posts	Pay Level of consultant(at the time of retirement/superannuation)	Category of Work	Post Specific Terms & conditions	Location
01	2022/SPIC/122	01	Level 14	Technical Work	Annexure 1	Delhi
02	2022/SPIC/123	01	Level 6	Admin/Sec-retarial work	Annexure 2	Delhi

2. General Terms & conditions :-

2.1 Experience :-

(a) Officers/Officials as TOR of relevant Post Code above and who have retired (in respective pay level) from Central/State Govt., PSUs, autonomous bodies, Govt R & D Organisation possessing practical knowledge and experience in the field for which he/she is applying.

(b) Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.

(c) He/She should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.

2.2 Age Limit :- The maximum age limit for all categories of retired employees for applying will be 63 years as on closing date of application.

2.3 Remuneration & Allowances :-

(a) Remuneration and conveyance allowance for Pensioners : A fixed monthly amount shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed as mentioned below.

(b) Remuneration and conveyance allowance. Maximum consolidated monthly remuneration and conveyance allowance shall be as under :-

Ser No	Pay Scales of Employees retired from PSUs	Equivalent Pay Level of 7 th CPC	Remuneration	Conveyance Allowance
1.	Rs 1,00,000/- to Rs 2,60,000/-	Level 14	Rs 75,000/-	Rs 5,000/-
2.	Rs 30,000/- - Rs 1,20,000/-	Level 6	Rs 30,000/-	Rs 3,000/-

(c) Allowance. 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) Drawl of Pension. A retired Govt official appointed as a Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as a Consultant. His/her engagement as consultant shall not be construed as a case of re-employment.

2.4 No retired government Servant shall be eligible for appointment as a consultant unless there is a gap of fifteen days between his/her retirement and appointment as consultant.

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3. Interested eligible retired officials of Central Government/State government/PSU/Autonomous Bodies as eligible may submit their applications in the enclosed format (Annexure 3) alongwith copy of documents as referred in the application to the following address :-

Office of the Director General (MSS)
Government of India, Ministry of Defence
Defence Research & Development Organisation
Room No 502, Fifth Floor
DRDO Bhawan, New Delhi - 110011

4. Cut off date for receipt of application is 21 days from the publish of Advertisement.

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DRDO

Terms of Reference (TOR) for Engagement of Consultants

(i) Whether the proposed engagement is against vacant post or for specific work or project
Specific Work.

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

(a) To review the structural design of specialized blast resistant structures and civil infrastructure to created / upgraded at sites.

(b) To review the new proposals for creation. Maintenance and upgradation of civil infrastructure for approval of Higher Authorities.

(iii) Category of work:

(a) Technical Work Administrative / Secretarial work

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

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

Technical work

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

(a) **Qualification** -

- Degree in Civil Engineering.
- **Desirable** - Full Time Post Graduate Degree in Management from reputed university

(b) **Experience** -

- Working experience of at least 30 years in strategic organization / lab / establishment.
- Minimum 7 years of experience at level 14 or above.
- Minimum 10 years of experience at senior level in conceptualization, design, development, realization and operationalization of strategic civil infrastructures.

(vii) Outline of the tasks to be carried out:-

(a) Review of structural design of blast resistant structure and civil infrastructure for strategic sites.

(b) Review of proposals for creation, maintenance & upgradation of civil infrastructure at strategic sites.

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

- (i) Whether the proposed engagement is against vacant post or for specific work or project: For specific work
- (ii) Precise statement of objectives for appointment of consultant:-
To have a experience hand in handling secretarial work of a strategic establishment
- (iii) Category of work:
- | | | | | |
|-----|----------------|--------------------------|-----------------------------------|-------------------------------------|
| (a) | Technical Work | <input type="checkbox"/> | Administrative / Secretarial work | <input checked="" type="checkbox"/> |
|-----|----------------|--------------------------|-----------------------------------|-------------------------------------|
- (iv) Pay level of consultant (at the time of retirement / superannuation): Leve 06.
- (v) Discipline or domain, where engagement of consultant is required.
Admin / Secretarial work
- (vi) The expertise / skills / knowledge required for engagement as consultant.
- (a) The applicant must be a retired govt. employee from the level . 06 of CPC pay matrix.
- (b) The applicant must have relevant experience in secretariat assistance job and office management support including liaison work.
- (c) Working knowledge of computers.
- (d) The applicant must have relevant experience in General Administrative & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees.
- (vii) Outline of the tasks to be carried out:-
- (a) Secretariat and office management function of the senior officers.
- (b) Screening of telephone calls and visitors in tactful manner.
- (c) To handle travel related requirements of senior officers with concerned authorities / agencies.
- (d) General Administrative and Establishment matters, inter office liaisioning for smooth communication and movement of files / DAK.
- (e) Any other administrative task / activities assigned by higher authorities.
- (viii) Estimated time period required for completion of tasks :-
Initially one year (extendable for second year as decided by the competent authority)

PRO FORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO

1. Name in Full :
2. Date of Superannuation :
3. Designation at the time of Superannuation :
4. Basic Pay & Grade Pay/Pay Level at the time of Superannuation :
5. Name of the Organisation last served with address :
6. Date of Birth :
7. Age (as on closing date of Advt.):
8. Gender : Male / Female
9. Address for Correspondence :
E-mail ID :
Contact No. (Landline) :
Mobile No. :
10. Educational Qualifications (Graduation onwards) :
11. Areas of Research(For Scientific/ Technical Posts) :
Area of Specialisation (For Admin Posts) :
12. 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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13. Complete list of published books/ :
Monographs Research papers
etc (for Scientific/Technological
Posts only)
14. Details of Knowledge of :
Computer
15. Any other relevant information :
(*please enclose separate sheet,
If required*)

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect /incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this Advertisement / Notice, including its enclosures, thoroughly and I am ready to accept all the terms and conditions for engagement of Consultants.

(Signature of the Applicant)

Date: _____

Following *self-attested* documents' photocopies are to be enclosed by the applicant:-

1. Identity Proof.
2. Proof of Address.
3. Copy of P.P.O.
4. Copy of proof of Educational Qualification.
5. Copy of Service Verification Certificate.

TERMS AND CONDITIONSFOR ENGAGEMENT AS CONSULTANT IN THE LABS./ESTTS./UNITS OF DRDO

1. The consultant shall perform the services as per Terms of Reference (TOR) and the task/jobs assigned to him/her by the Director of the concerned Lab./Estts./Unit, where he/she is engaged.
2. The working hours would be that of the working hours of the Lab./Estts./Unit where he/she is engaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits / leave will be granted.
4. The consultancy will start for a period of one year from the date he / she enters into the contract agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Government of India, Ministry of Defence, Department of Defence Research & Development letter dated 06-July-2022, subject to the ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him at the current rate of DA. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
7. The consultant shall perform his / her obligations under his / her consultancy with all necessary skills, diligence, efficiency and economy.
8. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
9. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/ her by DRDO in his / her capacity as Consultant.
10. The Department shall not be responsible for any loss, accident, damages / injury suffered by him / her whatsoever arising in or out of the execution of his / her work, including travel.
11. The Consultant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt. employees.
12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
13. During the terms of the consultancy, he / she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs.

Declaration

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

(Signature of the Applicant)

Name: _____

Date:

Place:

