

**Government of India
Ministry of Defence
Defence Research & Development Organisation
O/o Director General (MED & CoS)**

Dated: 31-Oct-2022

Date of Publication on DRDO Website: 01-Nov-2022

Last Date for Receipt of Applications: 22-Nov-2022

(with 21 days' closing duration)

ADVERTISEMENT / NOTICE

Subject: Inviting Applications for Engagement as 'Consultant' in DRDO on Short-Term Contract Basis.

1. On the subject matter, DRDO invites applications from the eligible persons for engagement as a 'Consultant' on short-term contract basis. The relevant details, eligibility criteria and various Terms & Conditions governing the engagement are contained below.

2. **Brief Description about the Requirement:-**

Post Code	No. of Consultant(s) to be Engaged	Pay Level of the Retired Officer	Category	Tenure of Contract	Location
2022(1)-OoAC/109	01	Level-8 of Pay Matrix as per approved 7 th CPC recommendations <i>or</i> Equivalent IDA Pay Scale for PSU retirees to be Rs. 50,000/- to Rs. 1,60,000/-.	Admin./ Secretarial	One (01) year, extendable on need & performance basis.	Delhi

3. **Eligibility Criteria:-**

- i) The applicant must have retired from the service of Central/State Government, PSUs, Autonomous Bodies, Government Universities, Government R&D Organisations, and possessing practical knowledge, adequate experience & experience in the field relevant to the functioning for which applying.
- ii) The applicant must have prior experience in general office / secretariat management, liaison, co-ordination, documentation work, and be highly-skilled in shorthand & typing, preferably in Defence R&D / project-oriented organisation, and having been associated with HOD/HOO offices.
- iii) The applicant must have had unblemished Service record.
- iv) The applicant must have had experience in handling security-sensitive and classified correspondence, exercising due discretion.
- v) The applicant must have working knowledge of computers.
- vi) Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- vii) Possessing effective communication (both oral and written) and interpersonal skills, with a strong flair for in-depth examination of his/her areas of work.
- viii) The applicant must have retired at least fifteen (15) days before the closing date.
- ix) The applicant must have retired at Level-8 of the Pay Matrix as per approved 7th CPC recommendations. [Equivalent IDA Pay Scale for PSU retirees shall be Rs. 50,000/- to Rs. 1,60,000/-.]

- x) The maximum age-limit of the applicant shall not be more than sixty-three (63) years as on the closing date for receipt of the applications.
4. **Procedure for Appointment:-**
- i) The applications received by the Closing Date shall be preliminarily scrutinised/examined, as regards fulfilment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinise the applications to assess the suitability of the candidates, and short-list the applicants, keeping in view the eligibility criteria, requirements (TOR), GFR provisions and the relevant Guidelines.
 - ii) The merit-wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
 - iii) The Offer of Appointment, containing the Terms & Conditions of engagement, shall be issued by the Dte. of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.
 - iv) On receipt of the 'Offer of Appointment', the 'Consultant' shall be required to submit the following documents:-
 - (a). Letter of Consent;
 - (b). Contract Agreement, duly signed, in the prescribed *pro forma* (enclosed);
 - (c). Non-Disclosure Agreement - Confidential Clause with the Government of India, and Ethics & Integrity Clause (*pro formae of both enclosed*), both duly signed;
 - (d). An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.
 - v) Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.
 - vi) The selected candidate shall be required to sign the Contract Agreement and Non-Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 100/- with the employing office (as per the *pro forma* prescribed).
5. **Terms & Conditions governing the Engagement:-**
- i) The 'Consultant' shall perform the job(s)/task(s) as per the Terms of Reference (TOR) enclosed herewith at ANNEX-1.
 - ii) The engagement of a retired Government servant as 'Consultant' shall not be construed as a case of 're-employment'.
 - iii) The 'Consultant' shall not exercise any statutory, legal or financial power(s).
 - iv) The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s), and the 'Consultant' shall not be entitled for any benefit/compensation/absorption/regularisation of service with DRDO.
 - v) The engagement as 'Consultant' shall be for the contractual duration of the initial one (1) year only (from the date of engagement), unless extended.
 - vi) The 'Consultant' appointed shall, in no case, represent or give opinion or advice to others in any manner which is adverse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she shall declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.
 - vii) The 'Consultant' shall, under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO / Secretary DD (R&D) to that effect.

- viii) The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO / Secretary DD (R&D).
- ix) The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.
- x) The 'Consultant' shall hand-over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.
- xi) If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to the satisfaction of the employing office or if the laid-down time-schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorised absent from work, or at any time without assigning any reason, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (1) week.
- xii) The 'Consultant' may also resign from the assignment by giving a prior notice of one (1) month. Payment of one (1) month's remuneration, in lieu of notice period, by either side, may be considered at the discretion of the Competent Authority.
- xiii) The Competent Authority for settling any dispute arising out of the terms & conditions of the Contract or for interpreting any of the terms & conditions of the Contract or for any uncovered condition(s) shall be DG (HR), DRDO, whose decision shall be final & binding upon the 'Consultant'.
- xiv) Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- xv) Additionally, the General Terms & Conditions, enclosed herewith at ANNEX-2, shall be applicable.

6. **Remuneration & Allowances, Service Terms, Resources, Facilities and other provisions:-**

- i) The Remuneration and Conveyance Allowance payable[@] to the engaged personnel shall be fixed monthly amount(s) (as tabulated below), remaining constant throughout the terms of the Contract, and the amount(s) shall not have any incremental / percentage increase during the Contract period.

Category	Remuneration	Conveyance Allowance
Pensioners	Pay drawn at the time of retirement, <i>less</i> Basic Pension being drawn.	Rs. 3,000/-
Non-Pensioners	Rs. 40,000/-	Rs. 3,000/-

[@]Income-tax & applicable deductions shall be made at source as per the Rules.

- ii) The engaged personnel shall not be entitled to any other kind of allowance/benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- iii) For any personal telephone/Internet resources used by the 'Consultant' for official work purpose, no such facility at his/her residence or reimbursement therefor shall be provided.
- iv) However, for any travel authorised and required to be undertaken by the engaged personnel out-of-station, but within India, he/she shall be entitled to TA/DA at the rate commensurate with the Pay Level from which he/she retired.
- v) The 'Consultant' shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.

- vi) Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.
7. DRDO reserves the right to cancel this advertisement, and to not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any or all applications, without assigning any reason whatsoever.
8. The applicant must ensure that his/her duly-completed application in the prescribed pro forma (ANNEX-3), with all the requisite supporting documents, is received at the following address by the closing date:-

Office of the Director General (MED & CoS)
Government of India, Ministry of Defence
Defence Research & Development Organisation
P-1 Building, C/o SSPL,
Lucknow Road, Timarpur, Delhi - 110054.

TERMS OF REFERENCE (T.O.S.) AND SCOPE OF WORK (S.O.W.) FOR ENGAGEMENT OF A 'CONSULTANT' FOR PROJECT MANAGEMENT COORDINATION

- (i) **Discipline or Domain, where engagement of the Consultant is required:-**
Project Management Resource required for coordination, liaison, reconciliation of reports as regards review of project progress & correspondence with various stakeholders.
- (ii) **Outline of the Tasks to be carried out:-**
- (a) Liaisoning & coordination in Project Management.
 - (b) Assist in preparation of Project proposal cases.
 - (c) Assistance for preparation and conduct of TEC and CNC/TPC meeting, and preparing minutes of the meetings.
 - (d) Preparing sanction code draft letters and maintenance of sanction code registers.
 - (e) Assist in Project Report preparation.
 - (f) Collating/reconciliation of Project Review reports for monitoring progress, etc.
 - (g) Handling of general, technical & classified correspondence.
 - (h) Maintenance of Project files, Registers, Records, etc.
 - (i) Labelling, filing, storage and retrieval for all cases.
 - (j) Typing of draft briefing papers and documents.
 - (k) Assistance to prepare audit, analysis reports, project briefings as and when required.
- (iii) **Time-period required for completion of Tasks:-**
Initially for one (01) year, to be extended based on feedback and experience earned in the effectiveness of the support provided, upon approval of the Competent Authority, subject to availability of funds.

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 (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 or 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:

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. Area(s) of Specialization :
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)

13. Details of Knowledge of :
Computer
14. 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)

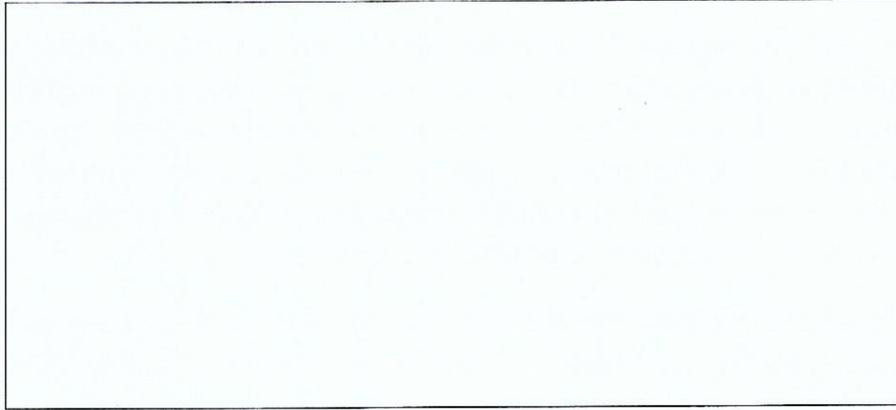
Date: _____

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.

Appendix 'B' to Govt Letter No. DHRD/DRDO CONSULTANT/GUIDELINES/E/685/ D(R&D)/ dated 06 Jul 2022

TO BE EXECUTED ON NON JUDICIAL STAMP PAPER OF RUPEES 100/-



AGREEMENT

ARTICLES OF AGREEMENT MADE ON THE DAY OF TWO THOUSAND ANDbetween Shri/Smtson/daughter ofhereinafter referred to as Consultant of the first part, AND the PRESIDENT OF INDIA, herein referred to as 'the Government', of the Second part, acting through **Secretary, Department of Defence (Research & Development), Ministry of Defence.**

WHEREAS The GOVERNMENT have engaged the PARTY of the First Part as the **Consultant** under the Department of Defence Research & Development, Ministry of Defence and 'the PARTY of the First Part' has agreed to serve the said organization as per the GOI Letter No....., dated (Guidelines for appointment of Retired Govt Employees as Consultant), and on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS AND THE PARTIES HERETO RESEPECTIVELY AGREE AS FOLLOWS:

1. The PARTY of the First Part shall submit to the orders of the Government and of the Officers and Authorities under whom he may from time to time be placed under by the Government and appointed on contract basis for a period of one year extendable by one year subject to fulfillment of quantifiable deliverable mentioned in contract for a lump sum payment of remuneration of Rs..... per month and Transport allowance as prescribed in GoI letter under reference commencing from Or until further orders, whichever is earlier, subject to the provisions hereinafter contained.

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2. The tenure/term of the PARTY of the First Part ordinarily for an initial period not exceeding one year, which is extendable by another one year. Beyond two years, wherever adequate justification exists, the term may further be extended based on a review of the task and the performance of the contract appointee by the PARTY of the Second Part, provided it shall not be extended beyond total tenure of 5 years. Under no circumstances the appointment/extension of PARTY of the First Part shall be done beyond 65 years of age.
3. The PARTY of the First Part shall continue to draw pension, if entitled and the dearness relief on pension during the tenure as per one's entitlement and regulated as per applicable Pension Rules. No other allowance/ benefit such as Dearness Allowance, Transport Facility, Residential accommodation, Personal Staff, CGHS, Medical reimbursement etc. shall be payable. However, should they require to travel inside the country in connection with the official work of the organization, TA/DA claim shall be regulated as per his/her entitlement at the time of retirement.
4. The PARTY of the First Part shall report to the Director of the Lab/Estt/Unit concerned or DG concerned in the event they are required to report directly to them. The PARTY of the first part shall be stationed at _____.
5. The PARTY of First Part shall carry out the task as per Terms of Reference (TOR) for engagement of Consultant (as Annexed) and also carry out any other task as may be assigned to him by Director of Labs/Estt/Unit from time to time. The PARTY of the First Part shall not be allowed to hold any other position with any private body or any other Govt. Organization while holding this position with DRDO. Any advice or contribution made during the period of the contract shall be the sole property of DRDO.
6. The PARTY of the First Part shall submit the following reports of the work carried out by them during the tenure:
 - (a) Self-attested half yearly Plan of deliverables/milestones envisaged for at the beginning of contract period to be accomplished.
 - (b) Self-attested Half-Yearly Progress Report of milestones achieved, attendance details, leave availed etc., duly endorsed by the Lab Director or authority concerned.
 - (c) Annual achievement in detail on the technical/administrative work carried out vis-à-vis quantifiable deliverables projected in TOR for engagement of Consultant on completion of one year.
7. The PARTY of the First Part shall not be engaged for policy formulation, work of confidential and secret nature. The PARTY of First Part shall sign a Non-Disclosure Agreement/Secrecy bond with DRDO with regard to confidential information that the PARTY of First Part may be exposed to during the period of contract. The PARTY of First Part shall follow all security instructions, restrictions, and General Conduct Rules (as Annexed) as applicable to a DRDO employee, with no exceptions. She/he shall also be bound by the rules with regards to publishing of research works, official material in India and abroad and likewise disclosures to the media or conferences/seminars.
8. The PARTY of the First Part shall attend the office on all working days of the Lab/Establishment to which he is reporting. He shall mark his attendance as per the GOI Policy on the

matter. The PARTY of the First Part shall be entitled for paid leave of absence at the rate of 1.5 days for each completed month of service. The an-availed leave in a calendar year shall neither be carried forward to next year nor encashed.

9. The PARTY of the First Part shall not be authorized to any honorarium in lieu of his participation in any committee of DRDO.

10. The party of the second part would be free to terminate the contract in case of absence of party of the first part by more than 30 days beyond the entitled leave in a calendar year

11. The services of PARTY of the FIRST Part may be terminated at any time during the tenure by Secretary DD R&D without assigning any reason by tendering a notice in writing of one week before such termination. PARTY of the FIRST Part may resign with a prior notice of one month in writing. Provided that services of the Party of First Part may be terminated at any time forthwith also and on such termination the Party of First Part shall be entitled to claim a sum equivalent to remuneration of one month or as the case may be for the period by which such notice falls short of one month.

12. The Terms and conditions of this contract Agreement shall be valid till _____ after which it shall stand terminated.

13. IN WITNESS THEREOF, of the PARTY of THE FIRST PART and _____ (name). Director _____ (Lab/Estt/Unit's name) of the Department of Defence Research and Development, Ministry of Defence for and on behalf of the President of India have herein to set and subscribed their respective hands on the day month and year as mentioned above.

Executed by

Witness -1

Witness -2

Executed by the President of India

Through _____

Director _____

Department of Defence Research and Development

Ministry of Defence

At _____ in the presence of

Y

Appendix 'C' to Govt. Letter No. No. DHRD/ DRDO CONSULTANT/ GUIDELINES/ E/685 / D(R&D)/2019 dated 06 Jul 2022

NON DISCLOSURE AGREEMENT

This Non-Disclosure Agreement MADE ON THEDAY OFTWO THOUSAND ANDbetween Shri/Smt son/daughter ofhereinafter referred to as **Consultant** of the first part, AND the PRESIDENT OF INDIA, herein referred to as 'the Government', of the Second part, acting through **Secretary, Department of Defence (Research & Development), Ministry of Defence.**

WHEREAS The GOVERNMENT have engaged the PARTY of the First Part as the **Consultant** under the Department of Defence Research & Development, Ministry of Defence and PARTY of the First Part has agreed to serve the said organizations on the terms and conditions contained in the Agreement.

Now, therefore, in consideration of the forgoing and the respective covenants and promises contained herein the Parties to the Agreement hereby agree as follows:

1. "Confidential Information" shall, for the purpose of this Agreement include without limitation, any Technical, Administrative, Commercial, Financial Information, Know-how, trade secrets, processes, machinery, design, software, drawing, technical specification and data in any form, disclosed in confidence by one Party to the other Party directly or indirectly, in written or any other form of communication.
2. For the purpose of this Agreement, confidential information shall not include:
 - a) Information which is in the public domain at the time of agreement.
 - b) Information which is although originally confidential information becomes available broadly to the public through no fault of the Parties hereto, as of the date of its becoming available in the public domain.
3. The Party of the First Part agrees that it will not, during or after the course of contract agreement, disclose the confidential information to any third party for any reason or purpose whatsoever without the prior written consent of the Secretary DD (R& D).
4. The Party of the First Part shall handle and store any such confidential information in such a way as to prevent any unauthorised disclosure thereof.

5 IN WITNESS THEREOF, of the party of THE FIRST PART
.....(name) and Director,
(Lab./Estt./Unit/Offices' Name) of the Department of Defence Research and Development,
Ministry of Defence for and on behalf of the President of India have herein to set and subscribed
their respective hands on the day, month and year as mentioned above.

Executed by

Witness – 1

Witness -2

Executed by the President of India

Through -----

Director -----

Department of Defence Research and Development, Ministry of Defence

At ----- in the presence of