

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

Dated: 11/08/2022

**CIRCULAR**

**Engagement of retired Government officials as 'Consultant' on contract basis in DRDO inviting applications thereof: Regarding.**

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

No. of Consultant	Pay Level in which consultant is required	Tenure of contract	Location
01	Level 08	One year (extendable for Second year, as decided by the Competent Authority)	Mussoorie

**2. Post Specific Terms of Reference (TOR) for Engagement of Consultant:**

**2.1 Discipline or domain, where engagement of Consultant is required:**

Administrative matters and Secretariat Support.

**2.2 The Expertise/Skills/knowledge required for engagement as consultant:**

- Educational Qualification: Graduation with atleast IInd Division. Preference will be given to those candidates having PG Diploma in HR Management.
- The consultant should have practical knowledge and experience of handling administrative and establishment matters.
- The applicant must have relevant experience in General Administration & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees.
- Good working knowledge of Computers.(Typing in English & Hindi, MS Office etc)
- The consultant should have an experience of handling a section/group independently.
- The minimum pay level of retired govt official shall be Level-8 at the time of retirement.

**2.3 Outline of the tasks to be carried out:**

- To liaison, monitor & interact with external Govt/Pvt Departments & agencies to facilitate smooth transaction of Director ITM.
- To deal with the finance & expenditure related activities of O/o Director ITM and liasioning with concerned paying authorities.
- General administration & establishment matters of Director Sectt, inter-group liasioning for smooth communication and movement of files /DAK.

- To handle travel related requirements of Director ITM with concerned authorities/agencies to facilitate smooth travel movement, Protocol management etc.
- To act as a single point of contact for booking of accommodation at Guest House.
- Preparation of financial documents and bills for submission to O/o JCDA (R&D).
- Liaisoning and coordinating with various offices to facilitate official visits of VVIP and dignitaries including ministerial visitors/delegations.
- Any other administrative task/activities as and when assigned by Director ITM.

### 3. General Terms & Conditions:-

#### 3.1 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.
- 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.

#### 3.2 Age Limit:

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

#### 3.3 Remuneration & Allowances:

- Remuneration: A fixed monthly amount of Rs. 40,000/- shall be admissible. The amount shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.
- Conveyance Allowance: A fixed monthly amount of Rs 3000/- as conveyance allowance for the purpose of commuting between the residence and the place of work shall be allowed.
- 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 reemployment.

3.4 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.

- 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, Institute of Technology Management, Landour Cantt, Mussoorie, Uttarakhand, 248179**. The applications can also be sent by email (**director.itm@gov.in**) with the subject line "Application for Consultant". Incomplete/ineligible applications/applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation

5. The board terms and conditions of the contract is annexed as **Appendix-B**.

6. Last date for receipt of application is 01/09/2022.

PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES 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 Organization last served with address:
6. Date of Birth:
7. Age (As on closing date of advertisement):
8. Gender:
9. Address for Correspondence:

Email:

Contact No (Landline):

Mobile No:

10. Educational Qualification (Graduation onwards):

11. Areas of Research:  
*(for Scientific/Technical posts)*

Area of Specialization:  
*(for Admin posts)*

12. Complete record of services 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. 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 circular and ready to accept all the terms and conditions 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/Estts/Unit, where he is engaged.
2. The working hours would be that of the working hours of the Lab/Estts/Unit where he is engaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits/leave will be granted.
4. The consultancy will start for a period of one year from the date he/she enters in to the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of Gol 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. 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**

1. .... (Name of the Consultant), S/O ..... hereby agree unconditionally with all above referred Terms & Conditions for engagement as consultant in DRDO.

(Signature of Applicant)  
Name

Date:

Place: