

**Advertisement No** : DRDO/CCE(EN)/Consultant/001/2022

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

**Dated :12/08/2022**

**ADVERTISEMENT**

**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 12/13	One year (extendable for Second year, as decided by the Competent Authority)	Chandigarh

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

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

- i) Preparation of standard templates for tendering for various categories of civil works to have a standardized & homogeneous system/language of tendering to be followed by the office of CCE(R&D) Estates, North as well as all the four EMU's of Delhi, Chandigarh, Dehradun and Tezpur.
- ii) Preparation of standard check lists / methodologies for the complete civil works proposals starting from estimating to award of tender, execution and payment of the bills to bring transparency & homogeneity in the complete processing of the cases in the office of CCE (R&D) Estates, North as well as all the three EMU's of Delhi, Chandigarh and Dehradun.
- iii) Standardization of the documentation requirement from technical as well as audit point of view to ensure adherence to the GFR, CVC and other regulatory / statutory guidelines in vogue.

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

(i) **Qualification.**

Degree from a recognized University.

(ii) **Experience (Mandatory).**

- (a) Having minimum **five years' experience of handling work services preferably at service / Formation HQ at pay level 12 / 13 or work experience in Corps of Engineers/DRDO Works Cadre/DRDS Officers/Central/State Works Departments at pay level 12 / 13.**
- (b) Experience in preparation and execution of annual maintenance programme.
- (c) Experience in handling and allotment of funds.
- (d) Knowledge of GFR / CVC Guidelines for tendering and procurement of goods & services.
- (e) Knowledge of Scales of Accommodation for Defence Services.
- (f) Knowledge and Experience of E-tendering / GeM.
- (g) Knowledge and Experience of Works Supervision & Monitoring of Project Sites / Maintenance Works.

(iii) **Experience (Preferable)**

- (a) Knowledge and Experience of Estate Management Practices like; Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch & Ward Services.
- (b) Experience of handling Test Audit / Local Audit of Works and replying to the observations & their settlement. Knowledge and experience of dealing with Land Acquiring, Maintenance of Land Registers, Hiring of Land / Buildings, Preparation of Agreements, Commercial Use of Government Properties.
- (c) Knowledge and experience of handling, court cases and legal matter related to Land & Estate Management.
- (d) Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures / entitlements of the hired labour.

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

The consultant will support/provide assistance to CCE(R&D) Estates North, Chandigarh in :-

(i) **Preparation of standard templates for tendering for various categories of works:-**

- (a) Management of Transit Facilities / Guest Houses.
- (b) Watch & Ward Services.
- (c) Conservancy Services.
- (d) Environmental Improvement Services.
- (e) AMC of the equipment / appliances.

(ii) **Preparation of standard check lists / procedures for:-**

- (a) Hiring of Properties.
- (b) Maintaining various administrative and financial documents & records.
- (c) Allotment of Accommodation (both residential and transit).
- (d) Ensuring disbursement of legal dues and welfare of the labour hired.
- (e) SOP on Commercial use of Government Properties.
- (f) Ensuring adherence to time and cost schedules.

(iii) **Preparation and maintenance of :-**

- (a) Preparation of land records & land registers (in liaison with the various revenue, DGDE offices, administrative, user labs and civil authorities).
- (b) Designing of various standard formats to be used at each EMU and work site.
- (c) Preparation of standard items with complete specifications for centralized procurement for transit / common facilities and fixing of their rates.
- (d) Fixing of norms for manpower authorization for various Estate Management Works.
- (e) Fixing of shelf life of various items used in the transit facilities / civil infrastructure assets and their condemnation / demolition procedure.
- (f) Standardization of re-appropriation of use of Govt. Properties, identification of all such pending issues and approval of the competent authority.
- (g) Formulating methodology / standards for taking correct measurements and their scrutiny.
- (h) Streamlining dak management system with feedback & actions taken thereof.

3. General Terms & Conditions :-

3.1 **Experience** :

- (a) Officers/Officials as per Para 2.2 (ii) (a) above who have retired from **Corps of Engineers/DRDO Works Cadre/DRDS Officers/Central/State Works Departments at pay level 12 / 13** and 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.

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.**

(a) **Remuneration and conveyance allowance for Pensioners** :A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the 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 @ Rs. 5000/- for pay level from level 12 to 14 and above.

(b) **Remuneration and conveyance allowance for Non-Pensioners** :A fixed monthly amount of Rs. 60,000/- 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. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed @ Rs. 5000/- for pay level from level 12 to 14 and above.

(c) **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.

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.

4. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies as eligible may submit their applications in the enclosed format (**Appendix-A**) along with copy of documents as referred in the application to **CCE (R&D) Estates North, Chandigarh, M-1026, Sector-29A, Chandigarh-160030, Tele No : 0172-2672000**. The applications can also be sent by email ([cceestn.estates@gov.in](mailto:cceestn.estates@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 Broad terms and conditions of the contract is annexed as **Appendix-B**, which is also required to be submitted along with **Appendix-A**.

6. Last date for receipt of application is **01.09.2022**.

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES AS  
CONSULTANT INDRDO**

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 service in Organizations/Estts before superannuation:(with special reference to the experience in the level of post for which application is made)

<b>Post held with pay Level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>

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 sheets, 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 this circular and ready to accept all the terms and conditions for engagement of consultant.

(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 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.

Dated :

(Signature of Applicant)

Place :

Name