

इलेक्ट्रॉनिक्स तथा रेडार विकास स्थापना
भारत सरकार - रक्षा मंत्रालय
रक्षा अनुसंधान तथा विकास संगठन
सी. वी. रामन नगर
बेंगलूर - 560 093, भारत



आई एस ओ 9001 : 2015 प्रमाणित
ISO 9001 : 2015 Certified

Electronics & Radar Development Establishment

Govt of India, Ministry of Defence
Defence Research & Development Organisation
C V Raman Nagar
Bengaluru - 560 093, India
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DRDO/LRDE/HRD/Consultant/2023/002

Dated: 08 Nov 2023

Engagement of Retired Government Officials as 'Audit Consultant' in LRDE (DRDO), Bengaluru on Contract basis

DRDO/LRDE, Bengaluru 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 Audit consultant on short term contract basis as per **Terms of Reference (TOR)**. The relevant details and eligibility criteria are given below:

Sl. No	Post Code	No of Posts	Pay Level of Retired official	Category	Tenure of contract	Terms of Reference (TOR)
01	2023/LRDE/193	1	Level-10	Admin	One year (extendable as per norms)	Refer Annexure 1

➤ General Terms & Conditions:-

• Experience:

- Officers 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 TOR.
- 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

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

• Remuneration & Allowances:

- Remuneration and Conveyance Allowances 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:

@ Rs 3000/- for Level - 10.

- b) **Remuneration & Conveyance allowance for Non-Pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:-

Sl. No.	Pay Scales of Employees Retired from PSUs)	*Equivalent Pay Scales of 7 th CPC	Remuneration	Conveyance Allowance
a)	Rs. 60,000 – Rs. 1,80,000	Level 10	Rs. 40,000/-	Rs. 3,000/-

*Equivalence is prepared based on the pay-matrix of 7th CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration/conveyance & allowance.

- c) **Other 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 official work of the Organisation, he/she 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 constructed as a case of re-employment.
- 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, Electronics & Radar Development Establishment (LRDE), CV Raman Nagar, Bengaluru-560 093**. The applications can be sent with subject line "Application for Consultant, Post Code: 2023/LRDE/193" The applications can also be sent to email id - director.lrde@gov.in.
 - Incomplete/ Ineligible applications / applications received after closing date will be rejected automatically without any intimation. DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
 - The broad Terms and Conditions of the contract is annexed as **Appendix-B** which is also required to be submitted along with **Appendix-A**
 - Cut-off date for receipt of application is 21 days from the date of Advertisement.

Post Code: 2023/LRDE/193

Appendix 'A'

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

1	Name in Full.			
2	Date of superannuation.			
3	Designation at 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.			
	E-mail.			
	Contact No .		Mobile No. Landline.	
10	Educational Qualification. (Graduation onwards)			
11	Complete record of service in Organization / Estts before Superannuation: (With special reference to the experience in the level of posts for which application is made)			
	Post Held with Pay Level	From	To	Subjects / Projects Handled in Brief

12	Complete list of published books/ monographs/Research papers etc (For Scientific/ Technological posts only)	
13	Details of knowledge of computer	
14	Any other relevant information (please enclose separate sheet if required)	

Declaration

I, _____ S/o _____ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

Date :

(Signature of Applicant)

Place :

Name

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

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Appendix – 'B'

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 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 Para 6 of Government of India, Ministry of Defence letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06th July 2022 , issued under Govt letter No.DHRD/76682/Consultant/C/M/01 dated 27th July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him / her 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 Consultants 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 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.
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, _____ S/o _____ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

Date :

Place :

(Signature of Applicant)

Name:

Annexure 1

**Terms of Reference (TOR) for Engagement of Audit Consultant for
Post Code 2023/LRDE/193**

- (i) **Whether the proposed engagement is against vacant post or for specific project :**
Specific work of handling the audit matters of the Lab.
- (ii) **Precise statement of objective for appointment of consultant and discipline or domain, where engagement of consultant is required:** The services of the consultant are primarily required to assist the Officers involved in handling the audit work of the Lab.
- (iii) **Category of work:** Administrative
- (iv) **Pay level of consultants (at the time of retirement / superannuation):** Level 10.
- (v) **Discipline or domain, where engagement of consultant is required:**
Audit related documentation and correspondence.
- (vi) **The expertise /skills/ knowledge required for engagement as consultant:** The applicant must have prior experience of handling correspondence related to evaluation/monitoring/planning/documentation of Defence R&D Projects and a prior experience in handling Defence procurement proposals with a working knowledge of Defence procurement procedures, manuals, such as GFR-2017, PM-2020 of DRDO, etc. The applicant must have a sound working knowledge of computers, good writing skills, with a strong flair for in-depth examination of his/her areas of work. He/She must have strong knowledge on all Govt. audit matters such as MFAI, IAR, CAG audit correspondence, LAO audit and its related correspondence, post contract audit and GFR.
- (vii) **Outline of the tasks to be carried out :-** Supporting the concerned officers in handling all Test audit/Local audit matters
- (viii) **Estimated time period required for completion of tasks:-**
1 Year (12 months) Extendable as per norms.