



**Government of India**  
**Ministry of Defence**  
**Defence Research & Development Organisation (DRDO)**  
**Directorate of Personnel (DOP), DRDO Bhawan, New Delhi-110011**

Dated: 27<sup>th</sup> Jan 2021

**Engagement of retired Government officials as 'Consultant' on contract basis**

**Advertisement No.:** DRDO/DOP/Consultants/02/2021

**Closing Date:** 26<sup>th</sup> Feb 2021

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:

Sr. No.	Post Code	No. of Posts	Pay Level of Retired official	Category	Post Specific Terms & Conditions	Location
1	2020/DRDL/006	01	Level 14	Technical	Refer <a href="#">Annexure-01</a>	Hyderabad
2	2020/DRDL/007	01	Level 13	Technical	Refer <a href="#">Annexure-02</a>	Hyderabad
3	2020/DRDL/008	01	Level 12	Technical	Refer <a href="#">Annexure-03</a>	Hyderabad
4	2020/DRDL/009	01	Level 11	Technical	Refer <a href="#">Annexure-04</a>	Hyderabad
5	2020/DRDL/010	01	Level 11	Technical	Refer <a href="#">Annexure-05</a>	Hyderabad
6	2020/DRDL/011	01	Level 10	Technical	Refer <a href="#">Annexure-06</a>	Hyderabad
7	2020/DRDL/012	01	Level 09	Technical	Refer <a href="#">Annexure-07</a>	Hyderabad
8	2020/DRDL/015	01	Level 06	Technical	Refer <a href="#">Annexure-08</a>	Hyderabad
9	2020/CFEES/016	01	Level 07	Admin	Refer <a href="#">Annexure-09</a>	Delhi
10	2020/DG(R&M)/017	01	Level 14	Technical	Refer <a href="#">Annexure-10</a>	Delhi
11	2020/DRDE/018	01	Level 06/07	Admin	Refer <a href="#">Annexure-11</a>	Gwalior
12	2020/DCWE/019	01	Level 13	Technical	Refer <a href="#">Annexure-12</a>	Delhi
13	2020/DCWE/020	01	Level 12/13	Admin	Refer <a href="#">Annexure-13</a>	Chandigarh
14	2020/DCWE/021	01	Level 11/12/13	Technical	Refer <a href="#">Annexure-14</a>	Nagpur
15	2020/Secy.Office/035	01	Level 08	Admin	Refer <a href="#">Annexure-15</a>	Delhi

**2. General Terms & Conditions:-**

**2.1 Experience:**

- a. 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 (as per annexed TOR for each post code).
- 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:

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and up to 70 years could be resorted to with the approval of Secretary DD (R&D), in exceptional cases, keeping in view incumbent's health conditions vis-a-vis nature of the work, level of expertise and requirements of DRDO.

## 2.3 Remuneration:

a) The maximum amount of consolidated monthly remuneration shall be as under:

Level of Pay in Pay Matrix *	Remuneration	Conveyance Allowance
Level 6 & 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs. 4,200/- & Rs. 4,600/-)	Rs. 30,000/-	Rs. 3,000/-
Level 8 to 10 (GP of Rs. 4,800/- to 5,400/-)	Rs. 40,000/-	
Level 11 (GP of Rs. 6,600/-)	Rs. 50,000/-	
Level 12 and 13 (GP of Rs. 7,600/- to 8,700/-)	Rs. 60,000/-	Rs. 5,000/-
Level 14	Rs. 75,000/-	

\* **Note-1:** The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

**Note-2:** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary DD (R&D) and Addl FA & JS on account of special expertise/experience in the field concerned.

b) **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 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.

c) **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 re-employment.

2.4 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.

2.5 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 (Lab Name and Address of Lab) mentioned separately in annexed TOR for each post code. The applications can also be sent by email (Lab Internet Email). Incomplete/ineligible applications/ applications sent to address other than mentioned address in annexed TOR or applications received after closing date will be rejected automatically without any intimation to individual. The DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. The detailed terms and conditions of the contract are enclosed as [Appendix-B](#).

4. Candidates applying for more than one Post Code required to submit separate application for each Post Code.

5. **Cut off date for receipt of application is 26<sup>th</sup> February 2021.**

Post Code	2020/DRDL/006
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence, Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 14
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Reliability and Quality Assurance Activities of Missile Programmes / Subsystems.

**B. The Expertise/Skills/knowledge required for engagement as consultant**

- a) Quality documentation, QA surveillance and Material Testing, Propellant characterization / testing composite.
- b) Special coatings and their testing requirements for corrosion protection for Hypersonic Missile Projects.
- c) Reliability Function Activities like FMEA generation, Root cause analysis, reliability demonstration plan etc.
- d) Documentation of Best Practices during Integration and Testing.
- e) Dis-seminisation of knowledge and training of QC engineers.

**C. Outline of the tasks to be carried out**

QA and Reliability activities w.r.t. STAR and Hypersonic Missile Programmes.

**D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/DRDL/007
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 13
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

B.Tech / B.E. or above in Electronics & Communications / Computer Science with specialized experience in Computer Networking, Cyber Security and Cyber Threats.

**B. The Expertise/Skills/knowledge required for engagement as consultant**

- a) Knowledge on management of LAN / WAN / IT Infrastructure.
- b) Preventive and Avoidance Measures from Cyber Threats.
- c) Expertise in establishing and Maintaining Network with Cyber Threat neutralizing skills.

**C. Outline of the tasks to be carried out**

- a) Consultant shall be required to provide solutions for vulnerabilities found in the IT infrastructure.
- b) Consultant shall analyze and neutralize intranet from computer viruses, data breaches, denial of service (DoS) attacks and other possible attacks.
- c) Consultant shall provide preventive measures from all types of attacks such as Phishing, Trojans, Ransomware, Distributed Denial Service (DDoS), Intellectual Property Theft, Data Manipulation, Data Destruction, Spyware / Malware, Rogue Software, Unpatched Software etc.

**D. Estimated time period required for completion of Tasks**

One year.

Post Code	2020/DRDL/008
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 12
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Wind Tunnel Testing.

**B. The Expertise/Skills/knowledge required for engagement as consultant**

Operation and Maintenance of Wind Tunnels.

**C. Outline of the tasks to be carried out**

- a) Assembling of wind tunnel models of missiles / flight vehicles for testing in 1 m dia. Hypersonic Tunnel, DRDL.
- b) Integration of wind tunnel model and instrumentation with Hypersonic Wind Tunnel.
- c) Conducting blow downs in the wind tunnel.
- d) Replacement of nozzles and settling chambers as per test requirement.
- e) Maintenance of wind tunnel systems (Model incidence mechanism, Electro-hydro servo valves and Hydraulic power packs, nozzle trolleys etc.)
- f) Calibration and maintenance of wind tunnel balances.
- g) Calibration of Hypersonic Wind Tunnel.
- h) Setting up and capturing of flow features through flow visualization system

**D. Estimated time period required for completion of Tasks**

One year.

Post Code	2020/DRDL/009
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 11
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Diploma in Mechanical Engineering / B.Sc. in Physics with Mathematics or above
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
a) Valid NDT Level II certification by American Society for Nondestructive Testing (ASNT) or Indian Society for Non-Destructive Testing (ISNT).  
b) Valid NDT Level III certification by ASNT or ISNT at least in one NDT method.
- C. Outline of the tasks to be carried out**  
The applicant shall be able to Travel to suppliers work sites, Coordinate NDT activity independently, Guide NDT teams and suppliers sites, Interpret results of NDT inspection and Compile NDT results in to inspection reports.
- D. Estimated time period required for completion of Tasks**  
Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/DRDL/010
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 11
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Manufacturing Engineering (Tool Design)
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
The individual has minimum of 10 years working experience with an overall 25 years experience in Tool Design, Shop Floor and Production Control activities.
- C. Outline of the tasks to be carried out**
- a) Development of Project Hardware with necessary Tool Design activities.
  - b) Design & Development of Jigs & Fixtures for Critical Aerospace Hardware
- D. Estimated time period required for completion of Tasks**  
One year.

Post Code	2020/DRDL/011
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 10
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Experience in Technical domain related to solid propulsion systems.
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
Expertise / skill / knowledge required in rocket motor hardware realization, inspection, assembly, handling and static / flight testing of solid propulsion systems.
- C. Outline of the tasks to be carried out**  
Rocket Motor Hardware realization, inspection, assembly, handling and static / flight testing required for development of solid propulsion systems.
- D. Estimated time period required for completion of Tasks**  
Initially one year (extendable for Second year, as decided by the Competent Authority).



Post Code	2020/DRDL/012
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 09
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Mechanical Engineering / Diploma.
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
Expertise in Mechanical hardware realization, assembly of rocket motors / related hardware, testing of rocket motors, etc.
- C. Outline of the tasks to be carried out**  
To carry out propulsion system development related activities like assembly, integration, hardware realization, hardware follow up, documentation etc.
- D. Estimated time period required for completion of Tasks**  
One year.

Post Code	2020/DRDL/015
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500058 Contact No: 040-24583017/ 3002 Email: <a href="mailto:cao@drdl.drdo.in">cao@drdl.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Technical
Pay Level of Retired official	Level 06
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advertisement No. DRDO/DOP/Consultants/02
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Mechanical Engineering.
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
Knowledge of assembly and testing of Pneumatic and Hydraulic components.
- C. Outline of the tasks to be carried out**  
The tasks to be handled are assembly and testing of different types of pneumatic and hydraulic components of all sub systems of LP systems.
- D. Estimated time period required for completion of Tasks**  
Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/CFEES/016
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Director Centre for Fire, Explosive & Environment Safety Brig. SK Mazumdar Road, Timar Pur, Delhi-110054 Contact No: 011-23907124/ 7189 Email: <a href="mailto:director@cfees.drdo.in">director@cfees.drdo.in</a> , <a href="mailto:tcphr@cfees.drdo.in">tcphr@cfees.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	CFEES, Delhi
Category	Admin
Pay Level of Retired official	Level 07
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

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

- A. Discipline or domain, where engagement of Consultant is required**  
Material Management
- B. The Expertise/Skills/knowledge required for engagement as consultant**  
To have practical knowledge and experience in the field of Material/Store Management.
- C. Outline of the tasks to be carried out**
- To deal with the EPC & Financial Concurrence as per delegation of Financial Power.
  - Convening of Demand Approval/CEC/TCEC/CNC
  - Preparation of SO and vetting of Bill
  - Opening of LC and payment through DBT
  - Preparation of Monthly/ Quarterly Reports
  - Preparation of Forecast Budget and revised Budget reports
  - To monitor the Project/ Store Budget and maintain the register
  - Any other job assigned by the Lab Director on need basis from time to time
- D. Estimated time period required for completion of Tasks**  
Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/DG(R&M)/017
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	O/o DG(R&M), DRDO Bhawan, A Wing, Rajaji Marg, New Delhi-110011 Contact No: 011-23011860 Email: <a href="mailto:dgrm@hgr.drdo.in">dgrm@hgr.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	O/o DG(R&M), Delhi
Category	Technical
Pay Level of Retired official	Level 14
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

#### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

#### **A. Discipline or domain, where engagement of Consultant is required**

Management Information Systems

#### **B. The Expertise/Skills/knowledge required for engagement as consultant**

##### **a) Qualification:-**

- i) M.Sc./B. Tech. from any recognized University/Academic institution. Masters/Doctorate degree in Information Science from reputed University/Academic institution is desirable.

##### **b) Experience:-**

- i) Minimum 30 years' experience in retrieval, processing, storage, dissemination and management of information in any scientific research organization of national repute. Person should have experience in management of information system pertaining to projects, manpower, procurement, foreign deputation, transports, stores and inventory management.
- ii) Person should have worked in the rank of Scientist 'G' or above in national level Central/State Government Organization at the Level 14 or above.

#### **C. Outline of the tasks to be carried out**

To advise on the management of information system for handling of various issues related to financial management, contractual manpower management, foreign deputations, event management, movable and immovable assets management including maintenance, weeding out of obsolete inventories and conversion of records into machine readable form for archival purpose to create valuable space in DRDO HQrs., updation of DRDO Transport Policy laid down decades ago in the light of post seventh CPC recommendations implementation.

Any other work which may be assigned by the DRDO HQrs from time to time

#### **D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	<b>2020/DRDE/018</b>
Advertisement No.	<b>DRDO/DOP/Consultants/02/2021</b>
No. of Posts	<b>01 (One)</b>
Where to apply	<b>The Director, Defence R&amp;D Establishment (DRDE) Jhansi Road, Gwalior-474002 Contact No.: 0751-2233490/2341550 Email: <a href="mailto:tchr@drde.drdo.in">tchr@drde.drdo.in</a></b>
LAB/ Estt/ Unit (Work Place)	<b>DRDE, Gwalior</b>
Category	<b>Admin</b>
Pay Level of Retired official	<b>Level 06/07</b>
Maximum Remuneration	<b><a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021</b>
Contract/ Duration/Period	<b>Initially one year (extendable for Second year, as decided by the Competent Authority)</b>
Application Format	<b><a href="#">Appendix-A</a></b>
Terms and conditions of the contract	<b><a href="#">Appendix-B</a></b>
Closing Date	<b>26<sup>th</sup> February 2021</b>

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

For handling all data related to finance department.

**B. The Expertise/Skills/knowledge required for engagement as consultant**

Should have prior experience of preparing Budget and connecting Reports and Returns, accounts Software operation in server, Upgradation of software and its maintenance, pay roll preparations, maintaining of accounts ledgers, control registers, income tax deductions and their reports and returns.

**C. Outline of the tasks to be carried out**

- a) Preparation of budget and its monitoring.
- b) Upgradation of software and its maintenance.
- c) Preparation of pay rolls.
- d) Maintaining of control registers of LP Build –up and Projects.
- e) Accounting and monitoring of Budget for sanctions Projects.
- f) Preparation of Income Tax reports and returns and filling of 24Q & 26Q.

**D. Estimated time period required for completion of Tasks**

One year.

Post Code	2020/DCWE/019
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Chief Executive DCW&E, DRDO HQ, 'A' Wing, Rajaji Marg, New Delhi – 110011 Contact No.: 011-23007001/ 7003 Email: <a href="mailto:dcwe@hgr.drdo.in">dcwe@hgr.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	DCWE, Delhi
Category	Technical
Pay Level of Retired official	Level 13
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

- a) Examination of concept plan, detailed Project Reports, Estimates, Tender documents etc and render advice/ suggestion for works pertaining to CCE (North), CCE(Central), CCE(Delhi), CCE(East), CCE (West) & CCE(South).
- b) Evaluation of specifications and quality assurance and project monitoring to ensure timely progress, including technical advice to overcome bottlenecks and settlement of audit observations for works pertaining to CCE (North), CCE(Central), CCE(Delhi), CCE(East), CCE (West) & CCE(South).
- c) Coordination with other consultants and units.

**B. The Expertise/Skills/knowledge required for engagement as consultant****a) Qualification**

B.E. or B. Tech. in Civil Engineering from any recognised University (degree from IIT/NIT will be preferred), ME/ M. Tech in Construction Management of relevant Engineering field is desirable.

**b) Experience (Mandatory)**

- i) Relevant experience of 25 years in planning, tendering, execution and contract management of engineering works of large size/ multi storyed buildings or roads and other tunnelling projects.
- ii) Candidate should have worked in CPWD/ MES or any other Organisation at Pay Level 13 for a period of at least 2 years.

**c) Experience (Preferable)**

- i) Experience of handling Central Government Civil Construction Projects and candidates having knowledge of CPWD/ Government procedure/ CVC observation with respect to construction projects.

**C. Outline of the tasks to be carried out**

Responsibilities with respect to Works of CCE (North), CCE(Central), CCE(Delhi), CCE(East), CCE (West) & CCE(South):

- a) To examine and review concept plan(s), detailed project reports & estimates and render suggestion/ recommendations.
- b) To examine and review tender documents(s) for engineering works and render advice.

- c) To examine all technical issues related to and arising during implementation of engineering works in Works Projects and render advice.
- d) To assist and render advice in evaluation of specifications and quality assurance.
- e) To evaluate work progress against planned schedule and update construction schedule and submit advice.
- f) To identify potential problem areas, likely causes to delay/ slippage and suggest preventive and contingent action and submit advice.
- g) To work in coordination with other consultants and/or units of Division.
- h) To monitor audit objection, their settlement and handling of arbitration.
- i) Any other technical task which may be assigned from time to time.

**D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/DCWE/020
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Chief Construction Engineer (R&D) Estates (North) Chandigarh, M-1026, Sector-29 A, Chandigarh-160030 Contact No. : 0172-2672000 Email: <a href="mailto:cceestn@estates.drdo.in">cceestn@estates.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	CCE (R&D) Estates (North), Chandigarh
Category	Admin
Pay Level of Retired official	Level 12/13
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

#### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

##### **A. Discipline or domain, where engagement of Consultant is required**

- a) 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 three EMU's of Delhi, Chandigarh and Dehradun.
- b) 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.
- c) Standardisation 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.

##### **B. The Expertise/Skills/knowledge required for engagement as consultant**

###### **a) Qualification**

Degree from a recognised university.

###### **b) Experience (Mandatory)**

- i) Work Experience in administrative branch of IAF 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 at pay level 12/13.
- ii) Experience in preparation and execution of annual maintenance programme.
- iii) Experience in handling and allotment of funds.
- iv) Knowledge of GFR / CVC Guidelines for tendering and procurement of goods & services.
- v) Knowledge of Scales of Accommodation for Defence Services.
- vi) Knowledge and Experience of E-tendering / GeM.
- vii) Knowledge and Experience of Works Supervision & Monitoring of Project Sites / Maintenance Works.



**c) Experience (Preferable)**

- i) Knowledge and Experience of Estate Management Practices like; Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch & Ward Services.
- ii) 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.
- iii) Knowledge and experience of handling, court cases and legal matter related to Land & Estate Management.
- iv) Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures / entitlements of the hired labour.

**C. Outline of the tasks to be carried out**

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

- a) Preparation of standard templates for tendering for various categories of works:
  - i) Management of Transit Facilities / Guest Houses.
  - ii) Watch & Ward Services.
  - iii) Conservancy Services.
  - iv) Environmental Improvement Services.
  - v) AMC of the equipment / appliances.
- b) Preparation of standard check lists / procedures for:
  - i) Hiring of Properties.
  - ii) Maintaining various administrative and financial documents & records.
  - iii) Allotment of Accommodation (both residential and transit).
  - iv) Ensuring disbursement of legal dues and welfare of the labour hired.
  - v) SOP on Commercial use of Government Properties.
  - vi) Ensuring adherence to time and cost schedules.
- c) Preparation and maintenance of :
  - i) Preparation of land records & land registers (in liaison with the various revenue, DGDE offices, administrative, user labs and civil authorities).
  - ii) Designing of various standard formats to be used at each EMU and work site.
  - iii) Preparation of standard items with complete specifications for centralised procurement for transit / common facilities and fixing of their rates.
  - iv) Fixing of norms for manpower authorisation for various Estate Management Works.
  - v) Fixing of shelf life of various items used in the transit facilities / civil infrastructure assets and their condemnation / demolition procedure.
  - vi) Standardisation of re-appropriation of use of Govt. Properties, identification of all such pending issues and approval of the competent authority.
  - vii) Formulating methodology / standards for taking correct measurements and their scrutiny.
  - viii) Streamlining dak management system with feedback & actions taken thereof.

**D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/DCWE/021
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Chief Construction Engineer(R&D) Special Maintenance, Nagpur Mahanagar Palika Marg, Civil Lines, DRDO P.B. No. 86 Nagpur – 440 001 Contact No. : 0712-2523509 Email: <a href="mailto:ccenagpur@drdo.gov.in">ccenagpur@drdo.gov.in</a>
LAB/ Estt/ Unit (Work Place)	CCE (R&D) Special Maintenance, Nagpur
Category	Technical
Pay Level of Retired official	Level 11/12/13
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

#### **A. Discipline or domain, where engagement of Consultant is required**

Civil Engineering Department.

#### **B. The Expertise/Skills/knowledge required for engagement as consultant**

##### **a) Qualification**

Degree in Civil Engineering from recognised University.

##### **b) Experience (Mandatory)**

- i) Work experience in Corps of Engineers/MES/CPWD/PWD similar Government Engineering Department at pay scale 11/12/13 for minimum seven years.
- ii) Knowledge of DSR/SSR / Similar Estimation Systems / Modules
- iii) Knowledge of Defence Work Procedure / RDCE Works Procedure / Similar Procedures followed in Works Departments of other Organisations
- iv) Awareness about latest construction materials and advances in construction techniques.
- v) Knowledge of GFR / CVC Guidelines for tendering and procurement of goods & services
- vi) Knowledge and Experience of E-tendering / GeM.
- vii) Experience of Estimation of the new works.
- viii) Experience of Scrutiny of Estimates & Bills.
- ix) Knowledge and experience of Documentation & Records required for the Material Management for Civil Projects.

##### **c) Experience (Preferable)**

- i) Knowledge of Scales of Accommodation for Defence Services.
- ii) Knowledge and experience of handling arbitrations, court cases and legal matter related to civil works.
- iii) Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures / entitlements of the hired labour.

#### **C. Outline of the tasks to be carried out**

- a) Preparation of standard templates for tendering for various categories of works :-
  - i) Term Contracts / Periodical Services etc.
  - ii) General Conditions & Special Conditions of contracts.

- b) Preparation of standard check lists / procedures for:-
  - i) Estimates of Proposals of Works.
  - ii) Scrutiny of the Estimates of Works.
  - iii) Tender Evaluation & Award of tender.
  - iv) Preparation of Quality Assurance Plans for the Estate Management & Civil Works.
  - v) Scrutiny of RAR's & Final Bills.
  - vi) Standard note sheets at every required stage of tendering / payment of bills.
  - vii) Formulating Bills tracking methodology from receipt to disbursal till informing the service provider.
  - viii) Formulating strategies for safety management on work sites.
  - ix) Formulating SOP for establishment and maintenance of work sites.
  - x) Preparation of Operative Guidelines and terms & Conditions for various types of works.
  - xi) Formulating SOP for establishment and maintenance of work sites.

**D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

Post Code	2020/Secy.Office/035
Advertisement No.	DRDO/DOP/Consultants/02/2021
No. of Posts	01 (One)
Where to apply	The Secy. DDR&D & Chairman DRDO, O/o Secy. DDR&D & Chairman DRDO Bhawan, Rajaji Marg, New Delhi-110011 Contact No. : 011-23007530 Email: <a href="mailto:director_tsm@hgr.drdo.in">director_tsm@hgr.drdo.in</a>
LAB/ Estt/ Unit (Work Place)	O/o Secy. DDR&D & Chairman DRDO, New Delhi
Category	Admin
Pay Level of Retired official	Level 08
Maximum Remuneration	<a href="#">As per para 2.3</a> of Advt. No. DRDO/DOP/Consultants/02/2021
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing Date	26 <sup>th</sup> February 2021

#### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

##### **A. Discipline or domain, where engagement of Consultant is required**

Administrative matters and Secretariat Support.

##### **B. The Expertise/Skills/knowledge required for engagement as consultant**

- i) The consultant should have practical knowledge and experience of handling administrative and establishment matters.
- ii) The applicant must have relevant experience in General Administration & finance matters, and must be familiar with general rules & regulations governing Central Government Employees.
- iii) Good working knowledge of Computers.
- iv) The consultant should have an experience of handling a section/group independently.
- v) The pay level of retired govt official shall be Level -8 minimum at the time of retirement.

##### **C. Outline of the tasks to be carried out**

- i) To handle travel related requirements of Secretary DDR&D & Chairman DRDO with concerned authorities/agencies to facilitate smooth travel movement, Protocol management etc.
- ii) Preparation of financial documents and bills for submission to PCDA (R&D) for release of yearly grants.
- iii) To deal with the finance & expenditure related activities of O/o Secretary DDR&D and liaisons with concerned paying authorities.
- iv) General administration & establishment matters, inter-ministerial liaisons for smooth communication and movement of files /DAK.
- v) Liaisons and coordinating with the offices to facilitate official visits of VVIP and dignitaries including foreign visitors /delegations.
- vi) Any other administrative task/activities as and when assigned by Secretary DDR&D

##### **D. Estimated time period required for completion of Tasks**

Initially one year (extendable for Second year, as decided by the Competent Authority).

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

**Closing Date: 26<sup>th</sup> February 2021**

1.	Post Code:	
	Advertisement No.:	<b>DRDO/DOP/Consultants/02/2021</b>
2.	Name in Full: (in Block letters)	
3.	Date of superannuation: (DD- <i>MMM</i> -YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the the Organization last served with address	
7.	Date of birth (DD- <i>MMM</i> -YYYY)	
8.	Age (As on closing date of advertisement):	
9.	Gender: Male/Female	
10.	Address for correspondence :	
	E_mail :	
	Contact No.:	Mobile No: Landline:
11.	Educational Qualification (Graduation onwards):	
12.	Areas of Research : (for <i>Scientific / Technical posts</i> )	
	Area of Specialization : (for <i>Admin. posts</i> )	

13.	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)			
	<b>Post Held with Pay Level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>
14.	Complete list of published books / monographs Research papers etc. (for Scientific / Technological posts only)			
15.	Details of Knowledge of Computer			
16.	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 ([Appendix-B](#)) 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/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 enter in to the Contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/D(R&D)/2019 dt 08<sup>th</sup> Apr 2020, 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. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/her by DRDO in his/her capacity as Consultant.
9. 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.
10. Consultants shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt employees.
11. Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. The Organization would be free to terminate the service in case the absence of a consultant exceeds beyond the prescribed limit in a calendar year.
12. 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.