



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Naval Physical and Oceanographic Laboratory
Thrikkakara P.O., Kochi - 682 021

Advt. No. NPOL/A/RAC/Consultants/12/2022

Dated: 20 December 2022

CIRCULAR

Subject: Engagement of retired Government officials as Consultant on contract basis in NPOL (DRDO): Inviting applications thereof - reg.

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 Consultants on short term contract basis, to be positioned in **Naval Physical and Oceanographic Laboratory located at Kochi**. The relevant details and eligibility criteria are given below:

Post Code	Pay Level of retired official	Category	Terms of Reference (TOR) enclosed at	Contract duration
2022/NPOL/131	Level 07	Admin	Annexure-I	Initially for one year and extendable as per norms

Experience:

- a) Officers/Officials who have retired from Central/State Government / 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 Terms of Reference for the position.
- 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.

Age-Limit:

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

Remuneration:

The details of Remuneration and Conveyance Allowance are as follows:

- (a) **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, at Rs. 3000/-

(b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed consolidated monthly remuneration shall be admissible as follows:

Post Code	Pay Level of the position	Equivalent Pay Scales of Employees retired from PSUs	Consolidated remuneration per month	Conveyance Allowance
2022/NPOL/131	Level 07	Rs. 40,000 - Rs. 1,40,000	Rs. 30,000/-	Rs. 3000/-

The amount shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

(c) 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/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, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment.

2. 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. The broad terms and conditions of the contract is annexed at **Annexure - II**.

3. Interested and eligible retired officials of Central Government/State Government/PSU/Autonomous bodies may submit their duly completed applications in the format enclosed at **Annexure - III** along with signed copy of Terms of Reference (Annexure-I) as a declaration of fulfilling the eligibility, self-attested copy of documents as referred in the application to the Director, NPOL (DRDO), Thrikkakara P.O, Kochi - 682 021, so as to reach within a period of 21 days from the date of publication of this advertisement.

List of Enclosures:

Enclosure	Subject/Matter
Annexure - I	Terms of Reference
Annexure - II	Broad Terms and Conditions of the Contract
Annexure - III	Proforma of Application

**DIRECTOR
NPOL, KOCHI**

Government of India
Ministry of Defence
DRDO

Terms of Reference (TOR) for Engagement of one Consultant (Level – 7)

(i) Whether the proposed engagement is against vacant post or for specific work or project :
The proposed engagement of Consultant (remuneration corresponding to Pay Level - 7) is specifically for: - i) Assisting the Laboratory administration in timely completion of engagement/selection of auxiliary personnel i.e. Apprentices, Research Fellows, Consultants and posts being filled on contractual basis from time to time. ii) Ensure statutory compliance with provisions of the Apprentices Act, 1961 and Apprenticeship Rules, 1992 and general compliance with rules viz; DRDO Research Fellowship Scheme, 2015; MHRD sponsored Ph.D Research Scholars Scheme for DRDO & DRDO/DoP&T guidelines on regulation of contract appointment of retired Central Govt. employees.
(ii) Precise statement of Objectives for appointment of Consultant:
To ensure timeliness and compliance with various statutes and subordinate legislation, rules and guidelines pertaining to engagement of auxiliary personnel i.e. Apprentices, Research Fellows, Consultants and posts being filled on contractual basis.
(iii) Category of Work :
(a) Technical work <input type="checkbox"/> (b) Administrative /Secretarial work <input checked="" type="checkbox"/>
(iv) Pay Level of consultant (at the time of retirement / superannuation) : Level 07
(v) Discipline or domain, where engagement of consultant is required:
Administration – recruitment and selection of personnel.
(vi) The expertise / skills / knowledge required for engagement as consultant:
i) The consultant should be conversant with Government rules and regulations, as well as relevant statutes and subordinate legislation in the domain of recruitment and selection. ii) The consultant should be familiar with rules concerning pre-appointment formalities, interpretation of recruitment rules/SROs/guidelines/policy letters and possess knowledge of obligations of employer under Apprentices Act, 1961 as amended from time to time.
(vii) Outline of the tasks to be carried out:
The consultant is expected to support/provide assistance to Director, NPOL in: a) Planning and projection of auxiliary manpower required in consonance with short term objectives of the Laboratory and statutory obligations. b) Correspondence with Board of Apprenticeship Training (Southern Region) and Regional Directorate of Skill Development and Entrepreneurship (Kerala & Lakshadweep) for implementation of National Apprenticeship Training Scheme (NATS) and National Apprenticeship Promotion Scheme (NAPS). c) Liasoning with Supervisory Development Centre and Related Instructions Centre in connection with Apprenticeship Training. d) Assist the Director in conducting selection exercise for apprentices in various trades/disciplines conforming to statutory requirements such as reservation etc. e) Assist the Director in projecting requirement of Research Fellows/Research Associates and conduct of Walk-in interview/selection process for engaging such personnel.

- f) Assist the director in projecting requirement of consultants and other posts to be filled up on contract basis and processing the proposals for engagement /selection of such personnel.
- g) Assist the Director in processing cases of compassionate appointment as and when such a requirement arises.
- h) Any other job in Personnel and Administration as may be assigned by Lab Director on need basis from time to time.

(viii) Estimated time period required for completion of Tasks: -

The estimated time period and deliverables for identified tasks are detailed below:

Sl No.	Activity/Task	Start Time	End Time	Deliverables
1.	Engagement of Research Fellows / Research Associate	T0	T0 + 12 months (amenable for extension)	Conduct of walk-in interview or selection process for engaging Research Fellows/ Research Associate and completion of pre-appointment formalities of the selected candidates, annually.
2.	Selection of Apprentices (Trade/Technician/Graduate)	T0	T0 + 12 months	Conduct of selection process for engaging Apprentices and completion of Apprenticeship contract with the selected candidates, annually.
3.	Engagement of Consultants (Technical) and other posts to be filled on contract basis.	T0	T0 + 12 months	Numbers completed / Appointments made each half year.

Therefore, a minimum period of **one year** is required for achieving the objectives of engaging Consultant. Further extension by one more year would be required depending on the requirement of the Laboratory for auxiliary personnel.

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 into the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI 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.

Post Code: _____

Annexure III

**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 : Male/Female
- 9 Address for correspondence :

E mail:

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 records of services rendered in Organization/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 condition for engagement of Consultants.

(Signature of the Applicant)

Date: _____

Following document 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