



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Armament Research & Development Establishment (ARDE)
Armament Post, Pune - 411 021

Advt. No.: ARDE/45/1/21-TECH/Consultants/2022 Dated: 01 December 2022

CIRCULAR

Subject: Engagement of Retired Government officials as Consultant on contract basis in ARDE (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 Armament Research & Development Establishment (ARDE) located at Pune. The relevant details and eligibility criteria are given below:

- (i)- No. of Consultant & Category : 1 (One) Technical Category
- (ii)- Pay Level in which consultant is required: Pay Level 12
- (iii)- Tenure of Contract: Initially for one year and extendable as per norms
- (iv)- **Terms of Reference (TOR) of Consultancy: As per Appendix-A**

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 ₹3000/- upto Pay Level 11 and at ₹5000/- for Pay Level 12 and above.

(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/ARDE/142	Level 12	₹80,000 - ₹2,20,000/-	₹60,000/-	₹5000/-

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 - I

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 - II along with copy of documents as referred in the application to the Director, ARDE (DRDO), Armament Post, Pashan, Pune - 411 021, so as to reach within a period of 21 days from the date of publication of this advertisement. The applications along with supporting documents can also be sent by email to techcoord.arde@gov.in within the above stipulated period.

List of Enclosures:

Enclosure	Subject/ Matter
Appendix-A	Terms of Reference for Post Code 2022/ARDE-142
Annexure - I	Broad Terms and Conditions of the Contract
Annexure - II	Proforma of Application


DIRECTOR
ARDE, Pune

Terms of Reference (TOR) for Engagement of Consultant (Level-12) Post Code: 2022/ARDE/142

(i) **Discipline or domain, where engagement required is** Design, Development and Productionisation of Tank ammunition.

(ii) **The expertise/skills/knowledge required for engagement as consultant**

- Expertise in FSAPDS shot drawings & QAP
- Knowledge of qualification of FSAPDS shot assembly & generation of dimension reports of critical components like penetrator, sabot & tail
- Experience of FSAPDS rubber insitu- moulding development & inspection
- Knowledge of component inspection at supplier premises after scrutiny of inspection documents
- Expertise of assembly of FSAPDS shot proof rounds at trial site using proof stock & attending proof firing at trial site
- Ready to attend outstation duties.
- Expertise in inspection reports / trial result preparation, analysis and documentation
- Inspection coverage during assembly of FSAPDS shot and ammunition at OFB units.
- Experience of giving assistance during in-house manufacturing, tests and trials.
- Experience of Planning & execution of inspection / trials at outstation.

(iii) **Outline of tasks to be carried out**

- Auditing FSAPDS shot assembly drawings & QAP
- Component inspection at supplier premises after scrutiny of inspection documents
- Shot assembly & generation of dimension reports of critical components like penetrator, Sabot & tail
- Assembly of proof rounds at trial site using proof stock components
- Attending proof firing / inspection at trial site
- Outstation duties.
- Inspection reports / Trial report preparation, analysis and documentation
- Inspection coverage for FSAPDS shot assembly & round assembly at OFB units & Pvt firms.
- Assistance during in-house manufacturing, tests and trials.
- Planning & execution of trials at outstation.

(iv) **Estimated time period required for completion of Tasks:** 02 years (Total)

The total time period could be initially for one year and extendable up to two years subsequently.

Task/Time	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Auditing FSAPDS shot assembly drawings & QAPs								
Component inspection at supplier premises after scrutiny of inspection documents								
Shot assembly & generation of dimension reports								
Assembly of proof rounds at trial site								
Attending proof firing / inspection at trial site								
Inspection reports / Trial report preparation, analysis and documentation								
Assistance during in-house manufacturing, tests and trials								

**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 Govt. of India letter dated 06/07/2022. 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. 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 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

I, (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:

**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: Male/Female
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 rendered in Organizations/ Estts before superannuation:

Post Held with Pay Level	From	To	Subject Handled in Brief

13. Complete List of published books/
mnographs 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

Note Sheet

No. ARDE/45/1/21-TECH

Date: 01 Dec 2022

Sub: Engagement of Retired Government officials as Consultant on contract basis in ARDE

Ref: DHRD letter No. DHRD/76682/consultant/C/M/01/2022/142, Dated 30/11/22

One (1) additional vacancy has been approved for engagement of Retired Government Employees as consultant in ARDE on contract basis vide letter under reference.

In view of the above mentioned letter, advertisement is to be published on DRDO website / DRONA for inviting applications against the above sanctioned vacancy.

Draft copy of advertisement circular placed opposite with appendix and annexure to be published with the circular.

Put up for the approval of the Director.





Sc 'F'

(Prem Y Borse)

GH (TM)

Int. 2761

GD (TM): 
01/12/22


(Approved/ Not Approved)


DIRECTOR