

Government of India
India Ministry of Defence
Defence Research & Development Organization (DRDO)
Naval Science & Technological Laboratory (NSTL)
Vigyan Naga, Gopalapatnam (Post), Visakhapatnam-530027, A.P.

Advt. No . : NSTL/2539/Consultants-2023, Dated: 13 November 2023

CIRCULAR

Subject: Engagement of retired Government officials as Consultant on contract basis in NSTL (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 Consultant on short term contract basis. The relevant details and eligibility criteria are given below:

Post code	Pay level retired officials	Category & No. of consultants	Terms of Reference (TOR) Enclosed at	Contract duration
2022/NSTL/194	Level-11	Technical, 1 No.	Appendix-A	One year and extendable as per norm

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 TOR).
- 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. 3,000/-.

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

Post code	Pay level retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2023/NSTL/194	Level-11	Rs. 70,000/- to Rs. 2,00,000/-	Rs. 50,000/-	Rs. 3,000/-

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 eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed format at Annexure – II along with copy of documents as referred in the application to the **Director, Naval Science and Technological Laboratory (NSTL), Govt. of India, Ministry of Defence, DRDO, Vigyan Nagar, Gopalapatnam Post, Visakhapatnam-530 027, A.P.** 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 **director.nstl@gov.in** within the above stipulated period.

List of Enclosures:

Enclosure	Subject/Mater
Appendix-A	Terms of Reference for Post Code 2023/NSTL/194
Annexure-I	Broad Terms and Conditions of the Contract
Annexure-II	Proforma of Application

DIRECTOR
NSTL

Terms of Reference (TOR) for Engagement of Consultant (Level-11) Post Code: 2023/NSTL/194

- (i) Scrutinizing new project proposals and SoCs of PDC extension, re-allocation of funds, technical and admin closure reports of all projects and Digitalization of all reports, project files for speedy process of the proposals/SoCs/Reports.
- (ii) Precise state of Objectives for appointment of Consultant:-
 - Carrying out scrutiny of new project proposals and SoCs of PDC extension, re allocation of funds, technical and admin closure reports of all projects.
 - Digitalization of all project files and reports from inception of NSTL
 - Coordination and support for project technical reviews
- (iii) Outline of the tasks to be carried out;
 - All the Statement of Cases (SoC) related to new project proposals, PDC extension & re allocation of funds of on-going projects and technical, admin closure reports of all completed projects, are to be thoroughly scrutinized before forwarding to higher Authority.
 - Digitalization of all project files and reports from inception of NSTL
 - Coordination and support for project technical reviews.
- (iii) Estimated time period required for completion of tasks : 01 Year
 - One year (extendable for Second year, as decided by the Competent Authority)

**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 or 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 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.

Declaration

I..... (Name of the Consultant),
S/o..... Hereby agree unconditionally with
all above referred Terms & Conditions for engagement as consultant in DRDO.

Date : (Signature of Applicant)

Place: Name

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