DHRD/76682/consultant/C/M/01/2022/132

**Defence Res. & Dev. Orgn. (HQ)**

**Dte of Human Resources Development**

**‘B’ Block, DRDO Bhawan**

**Rajaji Marg, New Delhi-110011**

Date: 02-01-2023

**ADVERTISEMENT**

**Engagement of retired Government Officials as Consultant (Accounts Purpose) on contract basis in DRDO inviting applications thereof: Regarding**

1. 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Post Code | No. of Post | Pay Level of Retired Official | Tenure of Contract | Location |
| 1. | 2022/CEMILAC (RCMA)/132 | 01 | 7 | One year and extendable as per norms | RCMA(Materials, CEMILAC, DRDO, Hyderabad |

1. **Post specific Terms of Reference (TOR) for engagement of Consultant:**
	1. Discipline or Domain where engagement of Consultant is required
* For Accounts Support (Accounts): 01
1. **Expertise / Skills / Knowledge required for engagement of the Consultant (Accounts Support)**
* Knowledge in handling Accounts of the Office with an experience of about 20 years.
* Knowledge about Preparation of Bills of LP / Stores, TA-DA Advances, Pay & Allowance Bills etc.
* Minimum educational qualification should be Graduate in any discipline from a recognized University
* Consultant should have practical knowledge and experience in their respective areas of services for which he / she is applying.
* The applicants must have good working knowledge of computer in M S Office.
* The applicants should have and experience handling the respective services independently
* The minimum pay level of the retired officials should be Level 7 at the time of retirement.

2. **Outline of the Tasks to be carried out (Consultant for Accounts Support)**

* Cash Book Entry (Public Fund and Imprest Account), Preparation of Monthly Expenditure Report (MER), Cash disbursement and correspondence related to Budget (for requirement and intimation of its status).
* Preparation of Bills of LP / Stores, MISC, TA-DA advance, Final claim, Pay & Allowances bills such as Pay bills, Arrears of pay, GPF withdrawal, Children education allowance, New Paper allowance, Medical, Training, Residential telephone bill allowance, LTC (Leave Travel Concession) etc.
* Compiling Income Tax data on quarterly basis, Verification and preparation of Income Tax Statement (Provisional and Final) and issuance of form – 16 etc.

3. **General Terms & Conditions**

3.1 **Experience**

* Officers / officials who have retired from Central / State Govt. / PSU / Autonomous Bodies / Universities / Govt. R & D Organizations and having minimum 10 years working experience in the field for which he / she is applying.
* 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.

3.2 **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.

3.3 **Remuneration & Allowances:**

 (a) **Remuneration and Conveyance Allowance 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 @ Rs. 30,000/- for pay level 7.

**(b) Remuneration and Conveyance Allowance for Non-Pensioners:**

A fixed monthly amount of Rs.30,000/- shall be admissible. The amount 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 shall also be allowed @ Rs.3000/- For pay level 7.

**(c) Draw of Pension:**

A retired Govt. official appointed as consultant shall continue to draw pension and dearness relief during the period of his engagement as consultant. His/her engagement as consultant shall not be constructed as a case re-employment.

3.4 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.

4. Interested eligible retired officials of Central Government / State Government / PSU / Autonomous Bodies may submit their applications in the enclosed format (as Appendix-A) along with copy of documents as referred in the applications to the **Regional Director, CEMILAC, DRDO, HYDERABAD – 500 058.**  The applications can also be sent by email (rdrcma.mat.cemilac@gov.in) with the subject line “Application for Consultant” latest by 21 days from the date of publication of this advertisement. Application received after closing date will be rejected automatically without assigning any reason or intimation.

5. The board terms and conditions of the contract is annexed as Appendix-B, which is also required to be submitted along with Appendix-A.

**Appendix-A**

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES AS CONSULTANT IN RCMA(Missiles)**

|  |  |  |
| --- | --- | --- |
| 1. | Name in full | : |
| 2. | Date of Superannuation: | : |
| 3. | Designation at the time 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 correspondenceE-mail Contact No. (Landline) Contact No. (Mobile) | :::: |
| 10. | Educational Qualification (Graduation on wards) | : |
| 11. | Areas of Research*(For Scientific/Technical posts)*Area of specialization*(For Admin posts)* | :: |