



**Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
वैमानिकीय विकास संस्थापन
बेंगलूरु - 560 075
AERONAUTICAL DEVELOPMENT ESTABLISHMENT,
BENGALURU-560 075**

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Last Date for Receipt of Applications : 22 Jun 2025

(with 21 days closing duration)

Engagement of Retired Government Employees as 'Consultant' in ADE, Bengaluru on contract basis

1. DRDO/ADE invites applications from Retired employees from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning in 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.

2. Brief Description about the Requirement:-

Post Code	No. of Posts	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration / period	Location
2025/ADE/241	01	Level - 10/11/12 of Pay Matrix as per approved 7 th CPC	Technical	Enclosed Annexure I	One (01) year and extendable as per norms	ATR Chitradurga (Primary) and O/o Range Ops, ADE Bengaluru (Secondary)
2025/ADE/242	01	Level -10/11 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed Annexure II	One (01) year and extendable as per norms	ADE Bengaluru

3. **Eligibility Criteria:**

- a. The applicants, who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge, adequate experience in the field relevant to the functioning for which 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. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his / her areas of work.
- d. The applicant must have had unblemished Service record.
- e. 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.
- f. The applicant must have retired at prescribed PAY LEVEL as mentioned above.

4. **Age Limit:** The maximum age limit of the applicant shall not be more than **63 years** as on the closing date for receipt of the application.

5. **Procedure for Appointment:-**

- a. The applications received by the **Closing Date** shall be preliminarily scrutinized /examined, as regards fulfillment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinize the applications to assess the suitability of the candidates, and short-list the applicants, keeping in view the eligibility criteria, requirements (TOR), GFR provisions and the relevant Guidelines.
- b. The merit-wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
- c. The Offer of Appointment, containing the Terms & Conditions of engagement, shall be issued by the Directorate of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.
- d. On receipt of the 'Offer of Appointment', the 'Consultant' shall be required to submit the following documents:-
 - (i) Letter of Consent;
 - (ii) Contract Agreement, duly signed, in the prescribed pro forma (enclosed);
 - (iii) Non-Disclosure Agreement – Confidential Clause with the Government of India, and Ethics & Integrity Clause (pro forma of both enclosed), both duly signed;
 - (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.
- e. Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.
- f. The selected candidate shall be required to sign the Contract Agreement and Non- Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 100/- with the employing office **(as per the pro forma prescribed)**.

5. **Terms & Conditions governing the Engagement:-**

- a. The "Consultant" shall perform the job(s)/task(s) as per the Terms of Reference (TOR) enclosed herewith at [ANNEXURE- I & II](#) for each post separately.
- b. The engagement of a retired Government servant as 'Consultant' shall not be construed as a case of 're-employment'.
- c. The 'Consultant' shall not exercise any statutory, legal or financial power(s).
- d. The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s), and the 'Consultant' shall not be entitled for any benefit/compensation/absorption/regularization of service with DRDO.
- e. ***The engagement as 'Consultant' shall be initially for the contractual duration of one (1) year only (from the date of engagement), unless extended.***
- f. The 'Consultant' appointed shall, in no case, represent or give opinion or advice to others in any manner which is adverse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she shall declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.
- g. The 'Consultant' shall, under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO / Secretary DD (R&D) to that effect.
- h. The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO / Secretary DD (R&D).
- i. The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.
- j. The 'Consultant' shall hand-over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.
- k. If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to the satisfaction of the employing office or if the laid- down time-schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorised absent from work, or at any time without assigning any reason, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (1) week.
- l. The 'Consultant' may also resign from the assignment by giving a prior notice of one (1) month. Payment of one (1) month's remuneration, in lieu of notice period, by either side, may be considered at the discretion of the Competent Authority.
- m. The Competent Authority for settling any dispute arising out of the terms & conditions of the Contract or for interpreting any of the terms & conditions of the Contract or for any uncovered condition(s) shall be DG (HR), DRDO, whose decision shall be final & binding upon the 'Consultant'.
- n. Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- o. The detailed General Terms & Conditions, enclosed herewith at [APPENDIX-'B'](#) shall be applicable.

6. Remuneration: -

Category	Remuneration	Conveyance Allowance
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	(i) Rs. 5,000/- for pay level 12 & above. (ii) Rs. 3,000/- for pay level 10 & 11.
Non-Pensioners	(i) Pay Level - 12 of the above post code - Rs.60,000/- (ii) Pay Level - 11 of the above post code - Rs.50,000/- (iii) Pay Level - 10 of the above post code - Rs.40,000/-	

7. **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, reimbursement of telephone/internet resources 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.
8. The 'Consultant' shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.
9. **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.
10. **Leave :** Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.
11. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed **FORMAT (APPENDIX – 'A')** with all the requisite supporting documents received at the following address or by email to director.ade@gov.in

The Director,
Aeronautical Development Establishment,
Government of India, Ministry of Defence,
Defence Research & Development Organisation
C.V Raman Nagar, New Thippasandra Post
Bengaluru- 560075.

12. Applications received after closing date will be rejected automatically without any intimation to the applicant. DRDO reserves the right to cancel this advertisement, and to not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any or all applications, without assigning any reason whatsoever.
13. **Cutoff date** for receipt of application is **21 days from the publication of Advertisement.**

Appendix – 'A'**PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO**

1.	Post Code:	
	Advertisement No.:	DRDO/ADE/HRD/Consultants/001/2025
2.	Name in Full: (in Block letters)	
3.	Date of superannuation: (DD-MMM-YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the Organization last served with address	
7.	Date of birth (DD-MMM-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 Scientific / Technical posts)	
	Area of Specialization : (for Admin. posts)	-NA-

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)			
	Post Held with Pay Level	From	To	Subjects Handled (in brief)
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

Appendix – 'B'

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/she 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 Para 6 of Government of India, Ministry of Defence letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06th July 2022 as amended from time to time. Payment of remuneration shall be done as per the guidelines for engagement of Retired govt. employee as consultant. In case of any excess payment is made to consultant, recovery of the said excess payment shall be done appropriately from the remuneration of through MRO, as applicable.
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. The 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 at the rate of 1.5 days for each completed month of service. Accumulation of the 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 and Conditions for engagement of consultant in DRDO.

Date :
Place :

(Signature of Applicant)
Name

Government of India
Ministry of Defence, DRDO

Terms of Reference (TOR) for Engagement of Consultants

- i Whether the proposed engagement is against vacant post for specific work or project:
- Control and guide Flight operations from and to the Aeronautical Test Range (ATR) to support operational activities of ATR UAV/manned flights, ensuring maintenance of ATC systems required for trials. Preparing and getting necessary approvals for dedicated/shared airspace for ATR flight test requirements for advancement of the range for futuristic programs.
- ii Precise statement of objectives for appointment of consultant:
- Professional guidance, operations and management of ATR Unmanned/manned flights, obtaining flight & ADC clearances from Chennai FIR, Air Force and other nearby ATC's for each flight using ATR.
 - Operation of ATC, coordination of trials, deployment of QRT teams, Fire and ambulance support systems and technical manpower for support of trials in ATR.
 - Creating log, system, usage, feedback reports, private users testing and coordination.
 - ATR needs dedicated airspace for its manned /unmanned flight tests, as it is currently operating under VOD 179 A&B only. The consultant needs to prepare SOC, obtain necessary approvals from various government authorities towards providing dedicated/shared airspace for conducting flight test operations in ATR with a VOR category. It is long process involving multi agency approvals.
 - Coordination between multiple teams using ATR, allocation of space and time to multiple users, technical coordination with local authorities, ATC, and overall responsibility of managing trials with safety. Handling crashes and ensuring SOP for flight safety and liaison post accidents. Guidance for safe practices and creation of SOPs/protocols to be followed.
- iii Category of work:
- a) Technical work ☒
- b) Administrative/Secretarial Work ☐
- iv Pay Level of Consultant (at the time of retirement/superannuation): Matrix Pay level 10 to Level 12.
- v Discipline or domain, where engagement of consultant is required:
- Range ATC/RT Operation and Airspace Management**
- Qualification:** Post graduate in Science/Engineering Graduate in any discipline / or equivalent from recognized university

vi The expertise/skills/knowledge required for engagement as consultant:

ATC – operations, systems & maintenance, management, ground safety management, and liaison with other ATC's; Operation of RT and coordination; Approval process knowledge for allocation of airspace for ATR

Experience: Minimum 12 years' of experience in operation of ATC/Radio Telephony (RT) of airport / Flight operation management, Safety, QRT management.

Holding valid licence of Radio Telephony operator or equivalent

vii Outline of the tasks to be carried out:-

S. No	Work Details	Time schedule	Remarks
1	Technical System Readiness: <ul style="list-style-type: none"> i. Responsible to operate, guide and upkeep of ATR RT and ATC systems and manage technical manpower for operational readiness and provide trial support to all trials emanating from ATR. ii. Liaising with non-DRDO users and the ATR team for finalisation of schedules/ rescheduling for using of facility, technical clearances and allocating flight test slots, postponement, rescheduling, logging test hours, etc. iii. Preparing SOPs for trials and safety procedures. iv. Handle the breakdown of technical systems and ensure the readiness of systems at shortest possible turnaround time and advice on upgrading of systems or alternatives. v. Operationally support any new development taking place in ATR and oversee the construction, deployment or installation of infrastructure work and report any lacunae. 	Continuous Continuous as per plan of trials 6 months On case to case basis Continuous during project	
2	Trial Support: <ul style="list-style-type: none"> i. Coordination with all external ATC's, file flight Plans, Notam towards fulfilling flight trials ii. Providing support for flight trials with operational deployment of required manpower and systems for functioning of ATR and ensuring success of flight trials. iii. Coordination of VIPs and VVIPs visits for smooth arrivals, visits and technical briefing. iv. Regulation in the movement of trial teams, operational area allotment, work hours, air space, coordination with other ATCs for operational clearances, providing flight inputs from ATR and planning of trial support from start till end of visit. v. Must address all the disputes arising from flight requirements, technical systems utilisation amongst users and ensuring of smooth operation of ATR. Attend trials briefing and taking notes pertaining to ATR support activities, operational security, any overlap of dates, etc., to ensure that no support is lacking from ATR and give professional advice and report the same to higher authorities locally and at ADE. vi. Coordination with trial users of ATR for ensuring operational readiness of flights testing and maintaining usage reports, maintenance reports, forecasting system upgradation requirements, additional requirements. vi. Preparation and submission of monthly report about the 	Continuous Continuous Continuous On need basis; Trial briefings as per plan On need basis; Trial briefings as per plan As per trial plan Monthly	

	activities carried out at ATR.	As per trial plan	
	vii. Strict implementation of security/QRT norms to be followed during trials, including fire, ambulance and QRT deployment.	On monthly basis	
	viii. Coordination with civil administration, ATC, police authorities on need basis for trials		
3	ATR Technical Upgradation Support i. The consultant should be able to chart out path for upgrading the flight readiness of ATR to support manned flights and obtain necessary clearances from regulatory authorities and create a ATR flying zone (VOD to VOR) with larger area for flight tests/trials and develop SOPs for flight coordination with other adjacent ATC's. ii. Monitoring of WTG installation requests and inspection of sites and preparation of obstruction profile and suggesting approvals can be given or denied based on latest Govt. rules on obstruction to airport operations. iii. Any other sundry jobs on need basis apart from the above listed related to ATR operation and technical requirement	12 months On basis of Number of Applications recd On need basis	
4	Liaising with Private/ non-DRDO users Understand requirements of private users of ATR and assess technical capability of user teams, schedule, clash with other testing programs, availability of systems, safety of the test programs and advice on course of action keeping in view the risks to ATR and also enabling the testing in safe manner	During trials	

viii Estimated time period required for completion of tasks: 24 months

Government of India -Ministry of Defence -DRDO
Terms of reference (TOR) for Engagement of Consultants

Whether the proposed engagement is against vacant post or for specific work or project:

- **Specific work: To process procurement cases through IMMS, GeM and DPP**

Precise statement of objectives for appointment of consultant:

- **To assist/support in preparing bids, procurement of items/services, process bills through IMMS, GeM & DPP and adhering to Govt. of India rules**

Category of work:

- a) Technical work
- b) Administrative/Secretarial Work**

Pay Level of Consultant (at the time of retirement/superannuation): **Level 10 or 11**

Discipline or domain, where engagement of consultant is required: **Material Management**

Qualification: Graduate in any discipline / or equivalent from recognized university

Experience: Minimum 10 years of experience in the material management/relevant field in DRDO or armed services

The expertise/skills/knowledge required for engagement as consultant:

Procurement of Items/Services:

- Expertise in publishing bids in GeM & DPP
- Requisite documents/information and approvals for publishing bids
- Ensuring concurrence, approvals and procedural correctness of the files
- To have knowledge about the contents of bid documents, clauses and their applicability
- Noting & Drafting of various letters and notes
- Knowledge in internal and external audit
- Updation of procurement files status in all the stages at MMS
- Knowledge in DRDO procurement procedures like PM, DFP, SMG, GFR etc.
- Knowledge in Govt. procurement procedures, GST and Customs duty etc
- Overall knowledge in DRDO procurement process

Outline of the tasks to be carried out:

- Scrutiny of files for requisite documents, information and approvals
- Preparation of draft bid documents for GeM & DPP
- Preparation of draft commercial compliance chart
- Co-ordinating in CNC meeting and preparation of draft Minutes of meeting
- Monitoring validity of PSBs, EMDs and delivery period
- Updation of cases in MMS at all the stages of procurement
- Scrutiny of bill documents as per checklist
- Setting up bills and bill settlement
- Preparation of draft briefing papers, Minutes of various meetings and reports as and when required

Estimated time period required for completion of tasks: **24 months**