



Government of India  
Ministry of Defence  
Defence Research & Development Organisation (DRDO)  
Chief Construction Engineer (R&D) Estates, South,  
Chandrayangutta, Keshavgiri Post Hyderabad - 500005

Advt No.: 2023/DCWE/171-173

Dated: 05 Sep 2023

**Sub: Engagement of retired Government Officials as 'Consultant' on Contract Basis in DRDO inviting applications thereof: Regarding**

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:

S. No	Post Code	No. of Posts.	Pay Level of Retired Official	Category	Terms of Reference (TOR)	Location
01	2023/DCWE/171	01	11	Technical	Enclosed (Annexure-I)	Hyderabad
02	2023/DCWE/172	01	08	Technical	Enclosed (Annexure-II)	Hyderabad
03	2023/DCWE/173	01	07	Admin	Enclosed (Annexure-III)	Hyderabad

- (a) **Tenure of Contract:** One year and extendable as per norms.
- (b) **Experience:**
- (i) Officers/ Officials who have retired from Central/ State Govts. PSUs. Autonomous Bodies, Universities, Govt. R&D Organization and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR).
- (ii) Persons possessing experience of having worked with DRDO would be accorded preference during selection/ appointment.
- (iii) 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.
- (c) **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.
- (d) **Remuneration & Allowances:**
- (i) **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 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 as mentioned below: Rs. 3,000/- for pay Level from level - 11.

(ii) Remuneration and conveyance allowance for Non-Pensioners: Maximum consolidate monthly remuneration and conveyance allowance shall be as under:

S. No	Pay Scales (Pay Scales of Employee Retired from PSUs)	*Equivalent Pay Scales of 7 <sup>th</sup> CPC	Remuneration	Conveyance Allowance
01	Rs. 67,700- Rs. 2,08,700/-	Level- 11	50,000/-	3,000/-
02	Rs. 47,600- Rs. 1,51,100/-	Level- 08	40,000/-	3,000/-
03	Rs. 44,900- Rs. 1,42,400/-	Level- 07	30,000/-	3,000/-

\*Equivalence is prepared based on the pay matrix of 7<sup>th</sup> CPC and revised pay scales of (iii) PSUs for the purpose of eligibility and remuneration / conveyance allowance.

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.

2. Interested eligible retired officials of Central Government / State Government / PSU/ Autonomous Bodies may submit their applications in the enclosed format (**Appendix- A**) along with copy of documents as referred in the application to the Director. The address is as follows:

**Defence Research & Development Organisation (DRDO)**  
**Chief Construction Engineer (R&D) Estates, South,**  
**Chandrayangutta, Keshavgiri Post Hyderabad - 500005**  
**Phone No: 040-24449901/02**  
**Fax No: 040-24449379**

The applications can also be sent by e-mail: [ccerndestts.hq-ts@nic.in](mailto:ccerndestts.hq-ts@nic.in) with the subject line "Application for Consultant". Incomplete/ ineligible applications/ applications sent to address other than mentioned addressed or application received after closing date will be rejected automatically.

3. The board terms and conditions of the contract is annexed (**Refer Appendix-'B'**) which is also required to be submitted along with **Appendix-'A'**.

4. Cut off date for receipt of application is 21 days from the date of publication of this advertisement in Newspaper/ Internet.

Lab	CCE (R&D) Estates, South, Hyderabad
Category	Technical
Pay level of Retired Official	Level 11
Starting Date	01 <sup>st</sup> Dec 2023 or from the date of issue of appointment letter
Duration	One year and extendable as per norms

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS**

(i)	<b>Whether the proposed engagement is against vacant post or for specific work or project:</b>
	The proposed engagement of consultant is for specific works / assignments.
(ii)	<b>Precise statement of Objectives for appointment of consultant:</b>
(a)	<b>Discipline or domain, where engagement of consultant is required</b>
	Works Services, Estate Management matters (Category: Technical)
(b)	<b>The expertise/ skills/ knowledge required for engagement as consultant.</b>
	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>Civil / Electrical / Mechanical Engineering degree from a recognised university.</li> </ul> <p><b><u>Experience (Mandatory)</u></b></p> <ul style="list-style-type: none"> <li>Work experience in MES/ DRDO/CPWD/ Similar Government Engineering Departments at pay scale 11 for minimum seven years.</li> <li>Knowledge of DSR / SSR / Similar Estimation Systems / Modules.</li> <li>Knowledge of Defence Works Procedure / Similar Procedures followed in Works Departments of other Organisations.</li> <li>Knowledge of GFR / CVC Guidelines for tendering and procurement of goods &amp; services.</li> <li>Knowledge and Experience of E-Tendering/GeM.</li> <li>Experience of Scrutiny of Estimates &amp; Bills.</li> <li>Preparation and execution of annual maintenance programme.</li> <li>Knowledge and Experience of Works i.e Project Management &amp; Monitoring of Project/ Works and Maintenance works.</li> </ul> <p><b><u>Experience (Preferable)</u></b></p> <ul style="list-style-type: none"> <li>Experience of Works Services with DRDO.</li> <li>Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures/ entitlements of the hired Labour.</li> <li>Knowledge and Experience of Estate Management Practices like; Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch &amp; Ward Services.</li> <li>Experience of handling Test Audit/Local Audit/Technical Examination of Works and replying to the observations &amp; their settlement.</li> </ul>

(iii)	<b>Outline of the tasks to be carried out:</b>
(a)	<b>Preparation of standard templates for tendering for various categories of works:</b> <ul style="list-style-type: none"> <li>• Operation &amp; Maintenance of E/M Infrastructure Services.</li> <li>• Term Contracts/ Periodical Services.</li> <li>• General Conditions of Contracts (GCC).</li> <li>• Special Conditions of Contract (SCC).</li> <li>• Management of Transit Facilities / Guest Houses</li> <li>• Watch &amp; Ward Services</li> <li>• Conservancy Services.</li> <li>• Environmental Improvement Services</li> <li>• AMC of the equipment/ appliances</li> </ul>
(b)	<b>Preparation of standard check lists/ procedures for:</b> <ul style="list-style-type: none"> <li>• Estimates of Proposals of Works.</li> <li>• Scrutiny of the Estimates of Works.</li> <li>• Tender Evaluation &amp; Award of Tender</li> <li>• Scrutiny of RAR's &amp; Final Bills.</li> <li>• Standard note sheets at every required stage of tendering / payment of bills.</li> <li>• Preparation of Operative Guidelines and terms &amp; conditions for various types of works.</li> <li>• Maintaining various administrative and financial documents &amp; records.</li> <li>• Fixing of cost index for material &amp; hiring of manpower for the various stations under the area of jurisdiction of CCE (R&amp;D) Estates, South, Hyderabad as per authorised norms and in liaison with CPWD, Other Govt. Authorities/ Market Survey/ Local Rules.</li> <li>• Ensuring adherence to time and cost schedules.</li> </ul>
(c)	<b>Preparation and maintenance of :</b> <ul style="list-style-type: none"> <li>• Designing of various standard formats to be used at each (EMU) and work site.</li> <li>• Preparation of standard, terms with complete specification for centralized procurement for transit/common facilities and fixing of their rates.</li> <li>• Fixing of norms for manpower authorization for various EMU works.</li> <li>• Formulating methodology/standard for taking correct measurements and their scrutiny.</li> </ul>
(iv)	<b>Estimated time period required for completion of Tasks</b> <ul style="list-style-type: none"> <li>• One year and extendable as per norms.</li> </ul>

Lab	CCE (R&D) Estates, South, Hyderabad
Category	Technical
Pay level of Retired Official	Level 08
Starting Date	01 <sup>st</sup> Dec 2023 or from the date of issue of appointment letter
Duration	One year and extendable as per norms

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS**

(i)	<b>Whether the proposed engagement is against vacant post or for specific work or project:</b>
	The proposed engagement of consultant is for specific works / assignments.
(ii)	<b>Precise statement of Objectives for appointment of consultant</b>
(a)	<b>Discipline or domain, where engagement of consultant is required</b>
	Works Services, Estate Management (Category: Technical)
(b)	<b>The expertise/ skills/ knowledge required for engagement as consultant.</b>
	<b><u>Qualification</u></b>
	<ul style="list-style-type: none"> <li>• Electrical / Mechanical Engineering diploma from a recognised university.</li> </ul>
	<b><u>Experience (Mandatory)</u></b>
	<ul style="list-style-type: none"> <li>• Knowledge of DSR / SSR / Similar Estimation Systems / Modules.</li> <li>• Knowledge of Defence Works Procedure / Similar Procedures followed in Works Departments of other Organisations.</li> <li>• Knowledge and Experience of E-Tendering/GeM.</li> <li>• Experience of Scrutiny of Estimates &amp; Bills.</li> <li>• Knowledge and Experience of Works supervision &amp; Monitoring of Project work /Sites/Maintenance Works etc related to Electrical/Mechanical installation, DG Sets etc.</li> </ul>
	<b><u>Experience (Preferable)</u></b>
	<ul style="list-style-type: none"> <li>• Experience of Works Services with DRDO.</li> <li>• Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures/ entitlements of the hired Labour.</li> <li>• Knowledge and Experience of Estate Management Practices like, operation &amp; maintenance of E/M installation. B/R works, maintenance of DG sets, Term contracts (B&amp;R).</li> </ul>

<b>(iii)</b>	<b>Outline of the tasks to be carried out:</b>
(a)	Preparation of standard templates for tendering for various categories of works: <ul style="list-style-type: none"> <li>• Operation &amp; Maintenance of E/M Infrastructure Services.</li> <li>• Term Contracts/ Periodical Services.</li> <li>• General Conditions of Contracts (GCC).</li> <li>• Special Conditions of Contract (SCC).</li> <li>• Operation &amp; maintenance of E/M installation, Mechanical works and DG Sets.</li> <li>• AMC of the solar equipment/ appliances.</li> </ul>
(b)	Preparation of standard check lists/ procedures for: <ul style="list-style-type: none"> <li>• Estimates of Proposals of Works.</li> <li>• Scrutiny of the Estimates of Works.</li> <li>• Tender Evaluation &amp; Award of Tender.</li> <li>• Preparation of Quality Assurance Plans for the Estates Management &amp; Electrical Works.</li> <li>• Scrutiny of RAR's &amp; Final Bills.</li> <li>• Standard note sheets at every required stage of tendering / payment of bills.</li> <li>• Maintaining various technical documents &amp; records of works .</li> <li>• Ensuring adherence to time and cost schedules.</li> </ul>
<b>(iv)</b>	<b>Estimated time period required for completion of Tasks</b> <ul style="list-style-type: none"> <li>• One year and extendable as per norms.</li> </ul>

Lab	CCE (R&D) Estates, South, Hyderabad
Category	Admin
Pay level of Retired Official	Level 07
Starting Date	01 <sup>st</sup> Dec 2023 or from the date of issue of appointment letter
Duration	One year and extendable as per norms

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS**

(i)	<b>Whether the proposed engagement is against vacant post or for specific work or project:</b>
	The proposed engagement of consultant is for specific works / assignments.
(ii)	<b>Precise statement of Objectives for appointment of consultant:</b>
(a)	<b>Discipline or domain, where engagement of consultant is required</b>
	Works Services, Estate Management and Land Matters (Category: Admin)
(b)	<b>The expertise/ skills/ knowledge required for engagement as consultant.</b>
	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>Graduate degree from any recognised university.</li> </ul> <p><b><u>Experience (Mandatory)</u></b></p> <ul style="list-style-type: none"> <li>Works experience in handling/preparation of pay bills, pay fixation and MACP cases.</li> <li>Experience in maintenance of APARs/ACRs of civilian/Army personnel.</li> <li>Preparation of Income Tax reports and returns and filling of 24Q and 26Q.</li> <li>Work experience in land and legal matters, maintaining various administrative/financial document and record.</li> <li>Experience of handling Test audit/Local Audit of works.</li> <li>Knowledge of Land and Legal matters.</li> <li>Preparation of Land record &amp; land register.</li> <li>Good experience in MS office and Excel formats.</li> <li>Experience in checking the documents/calculations related to property tax/service charge bills submitted by GHMC/Cantonment boards.</li> </ul>

**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 / Transgender)
- 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 service 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)



- 13 Complete list of published books/monographsPage 2 of 12  
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

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 in to the contract Agreement with DRDO.
- 5 The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Gol letter dated 06 July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more that 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.

Dated

Place .

(Signature of Applicant)

Name: