



Advt. No.: ARDE/45/1/21-TECH/Consultants/2024

Dated: 04 Sep 2024

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

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 Consultant 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: Two (2) Technical Category
- (ii) - Pay Level in which consultants are required: Pay Level 12 & 11
- (iii) - Tenure of Contract: Initially for one year and extendable as per norms
- (iv) - Terms of Reference (TOR) of Consultancy: As per Annexure – A & B

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 (TOR) 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) **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 at ₹3000/- upto Pay Level 11 and at ₹5000/- for Pay Level 12 to 14 and above.

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

Post Code	Pay Level of the Position	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2024/ARDE/238	Level 12	₹80,000 - ₹2,20,000/-	₹60,000/-	₹5000/-
2024/ARDE/239	Level 11	₹70,000 - ₹2,00,000/-	₹50,000/-	₹3000/-

The amount shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

(c) **Other 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 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-'C'

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 'F' along with copy of documents as referred in the application to '**The Director, ARDE (DRDO), Armament Post, Pashan, Pune – 411021**', 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
Annexure - A	Terms of Reference for Post Code 2024/ARDE/238
Annexure - B	Terms of Reference for Post Code 2024/ARDE/239
Annexure - C	Broad Terms and Conditions of the Contract
Annexure - D	Proforma of Application


OS & DIRECTOR
ARDE, Pune

Terms of Reference (TOR) for Engagement of Consultant (Level-12)

Post Code: 2024/ARDE/238

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

The proposed engagement is for the specific work related to various ongoing / proposed Infantry Weapons projects.

(ii) Precise statement of Objectives for appointment of Consultant:

The consultant will be engaged in preparing and reviewing the design of proposed 20mm calibre guns, 30mm Automatic Grenade Launcher and Small Arms weapon systems. He will be engaged for CAD Modelling, analysis, realization of the hardware, assembly/ integration & Test and Evaluation trials.

(iii) Category of work: Technical work

(iv) Pay level of consultant (at the time of retirement/superannuation): Level - 12

(v) Discipline or domain, where engagement of consultant is required:

Design, Monitoring of Manufacturing and Assembly of Small and Medium Calibre Guns, its Tests & Evaluation

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

Through knowledge of solid works software, in depth knowledge of designing of small arms and medium calibre guns, CAD model and analysis. The consultant should have knowledge of manufacturing, assembly / dismantling & inspection, ability to visualise problems occurring in firing and implementing remedial actions.

(vii) Outline of the tasks to be carried out:

The consultant is supposed to carry out following tasks:

- (a) Prepare CAD models of Medium calibre Gun systems
- (b) Preparing manufacturing drawings of various components and sub-systems
- (c) Review of the Designs
- (d) Design Tools, gauges, SMTs for Gun systems
- (e) Realisation of the hardware in association with manufacturer,
- (i) Integration of weapon system
- (g) Association in conduct of Test and Evaluation of weapon systems

(viii) Estimated time period required for completion of Tasks: One Year and extendable as per norms.

Terms of Reference (TOR) for Engagement of Consultant (Level-11)
Post Code: 2024/ARDE/239

- (i) Whether the proposed engagement is against vacant post or for specific work or project:**
The proposed engagement is for the specific work related to various ongoing / proposed Infantry Weapons projects.
- (ii) Precise statement of objectives for appointment of Consultant:**
The consultant will be engaged in making procurement plan and initiating procurement actions as per DRDO procurement manual and carrying out receiving inspections of stores related to proposed projects. He will be engaged for monitoring inspection report of receiving materials and guide to inventory management of the Project store.
- (iii) Category of work:** Technical work
- (iv) Pay level of consultant (at the time of retirement/superannuation):** Level - 11
- (v) Discipline or domain, where engagement of consultant is required:**
Store procurement, preparation of demands as per DRDO Procurement manual, liaison with vendors for timely supply, Monitoring of procurement activity related to the project.
- (vi) The expertise / skills / knowledge required for engagement as consultant:**
Through knowledge of software used in ARDE for procurement, the consultant should have thorough knowledge of DRDO Procurement Manual. He must have technical knowledge for carrying out inspection and making inspection reports. He should guide project team for inventory and its disposal actions of explosive and non- explosive nature store.
- (vii) Outline of the tasks to be carried out:**
The consultant is supposed to carry out following tasks:
(a) Prepare procurement plan of the project
(b) Prepare / guide project team in making various types of demands
(c) Liaison with vendors for timely completion of orders
(d) Guide to Inventory control and disposal of store
(e) Correspondence with Vendors related to Supply orders
(f) Monitoring Inspection reports
(g) Association in conduct of Test and Evaluation of materials, components etc.
- (viii) Estimated time period required for completion of tasks:** One Year and extendable as per norms.

**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 RETIRED GOVT.
EMPLOYEES AS CONSULTANT IN DRDO**

Application for Post Code (*Please mention Post Code*): **2024/ARDE/.....**

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:
(*With special reference to the experience in the level of post for which application is made*)

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

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 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