

Government of India
Ministry of Defence
Defence Research & Development Organization (DRDO)
Chief Construction Engineer (R&D) Estates North, Chandigarh
M-1026, Sector-29A, Chandigarh-160030

ADVERTISEMENT

Advertisement No : DRDO/CCE(EN)/Consultant/001/2025 Dated : 07 May 2025

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

DRDO invites applications for 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 :

S No	Post Code	No of Posts	Pay Level of Retired Official	Category	Terms of Reference (TOR)	Location
1.	2025/DCWE/CCE (R&D) EN/318	01	Level-12/13	Technical	Enclosed (Annexure-I)	Chandigarh
2.	2025/DCWE/CCE (R&D) EN/319	01	Level-7/8	Technical	Enclosed (Annexure-II)	Chandigarh
3.	2025/DCWE/CCE (R&D) EN/320	01	Level-8	Admin	Enclosed (Annexure-III)	Chandigarh

(a) **Tenure of Contract** : One year and extendable as per norms.

(b) **Experience :-**

(i) Officers / Officials who have retired from Central / State Govts, PSUs, Autonomus Bodies, Universities, Govt R & D Organisation 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 fair 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 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 as mentioned below :-

@ Rs 5,000/- for Pay Level from Level-12 to 14 and above.

@ Rs 3,000/- upto Pay Level-11.

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

Sr No	Pay Scales (Pay Scales of Employee Retired from PSUs)	*Equivalent Pay Scales of 7 th CPC	Remuneration	Conveyance Allowance
(a)	Rs 80,000 – Rs 2,20,000	Level-12/13	Rs 60,000/-	Rs. 5,000/-
(b)	Rs 47,600 – Rs 1,51,100	Level-8	Rs 40,000/-	Rs. 3,000/-
(c)	Rs 44,900 – Rs 1,42,000	Level-7	Rs 30,000/-	Rs. 3,000/-

*Equivalence is prepared based on the matrix of 7th CPC and revised pay scales

(iii) **Allowances.** Consultants shall not be entitled to any kind of allowance, 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 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.

(iv) **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.

(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.

2. Interested eligible retired officials of Central Government/State Government/PSU/ Autonomous Bodies as eligible may submit their applications in the enclosed format (**Appendix-A**) along with copy of documents as referred in the application to **CCE (R&D) Estates North, Chandigarh, M-1026, Sector-29A, Chandigarh-160030, Tele No : 0172-2672000**. The applications can also be sent by email (cceestn.estates@gov.in) with the subject line "Application for Consultant". Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation.

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

4. Last date for receipt of application is **02.06.2025**.

(Dr. Anil Khurana)
Scientist 'G'

CC (R&D) Estates North, Chandigarh

Annexure-I

(Refer Advertisement No : DRDO/CCE(EN)/

Consultant /001/2025 dt 07 May 2025)

Government of India / Ministry of Defence / DRDO

Chief Construction Engineer (R&D) Estates, North, Chandigarh

Terms of Reference (TOR) for Engagement of Consultants: Pay Level 12/13		
(i)	Whether the proposed engagement is against vacant post or for specific work or project	The proposed engagement of consultant is for specific works / assignments. However specific work may be assigned as per the expertise of the individual on need basis.
(ii)	Precise statement of Objectives for appointment of Consultant :-	
(a)	Discipline or domain, where engagement of consultant is required.	Works Services, Estate Management and Land Matters (Category : Technical)
(b)	The expertise / skills / knowledge required for engagement as consultant.	<u>Qualification</u> <ul style="list-style-type: none">• Civil / Electrical / Mechanical Engineering degree from a recognised University. <u>Experience (Mandatory)</u> <ul style="list-style-type: none">• Work experience in Corps of Engineers / MES/ DRDO / CPWD / PWD / Similar Government Engineering Departments at pay scales 12 / 13 for minimum seven years.• Knowledge of DSR / SSR / Similar Estimation Systems / Modules.• Knowledge of Defence Works Procedure / Similar Procedures followed in Works Departments of other Organisations.• Awareness about latest engineering construction methodologies / practices being followed for new as well as maintenance works.• Knowledge of GFR / CVC Guidelines for tendering and procurement of goods & services.• Knowledge and Experience of E-tendering / GeM.• Experience of Estimation of the Capital & Revenue Works (including Estate Management).• Experience of Scrutiny of Estimates & Bills.• Knowledge and experience of Documentation & Records required for the Material Management & Civil Projects.• Preparation and execution of annual maintenance programme.• Knowledge and Experience of Works Supervision & Monitoring of Project Sites / Maintenance Works.
		<u>Experience (Preferable)</u> <ul style="list-style-type: none">• Knowledge of Scales of Accommodation for Defence Services.• Knowledge and Experience of Municipality Bye-Laws relating to Construction & Maintenance of Civil Infrastructure.• Knowledge and experience of handling arbitration, court cases and legal matter related to Civil Works, Land and Estate Management.• Experience of Works Services in / with DRDO.• Knowledge and experience of Labour Laws and mandatory / statutory payments / welfare measures / entitlements of the hired labour.

		<p><u>Experience (Preferable)</u></p> <ul style="list-style-type: none"> • Knowledge and Experience of Estate Management Practices like; Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch & Ward Services. • Experience of handling Test Audit / Local Audit of Works and replying to the observations & their settlement. • Knowledge and experience of dealing with Land Acquiring, Maintenance of Land Registers, Hiring of Land / Buildings, Preparation of Agreements, Commercial Use of Government Properties.
(iii)	Outline of the tasks to be carried out:- (Details of work required to be carried out/ specific tasks/ activities to be assigned to consultants should be indicated)	<p>The discipline / domain where working of consultant is required are:</p> <p>(a) Preparation of standard templates for tendering for various categories of works:-</p> <ul style="list-style-type: none"> • Operation & Maintenance of E/M Infrastructure Services. • Term Contracts / Periodical Services. • General Conditions of Contracts (GCC). • Special Conditions of Contract (SCC). • Management of Transit Facilities / Guest Houses. • Watch & Ward Services. • Conservancy Services. • Environmental Improvement Services. • AMC of the equipment / appliances. <p>(b) Preparation of standard check lists / procedures for:-</p> <ul style="list-style-type: none"> • Estimates of Proposals of Works. • Scrutiny of the Estimates of Works. • Tender Evaluation & Award of Tender. • Preparation of Quality Assurance Plans for the Estate Management & Civil Works. • Standard note sheets at every required stage of tendering / payment of bills. • Formulating strategies for safety management on work sites. • Preparation of Operative Guidelines and terms & conditions for various types of works. • Fixing of cost indices for material & hiring of manpower for the various stations under the area of jurisdiction of CCE (R&D) Estates, North, Chandigarh as per authorised norms and in liaison with CPWD, Other Govt. Authorities / Market Survey / Local Rules. • Ensuring adherence to time and cost schedules.
		<p>(c) Preparation and maintenance of:-</p> <ul style="list-style-type: none"> • Preparation of land records & land registers (in liaison with the various revenue, DGDE offices, administrative, user labs and civil authorities). • Designing of various standard formats to be used at each EMU and work site. • Preparation of standard items with complete specifications for centralised procurement for transit / common facilities and fixing of their rates. • Fixing of norms for manpower authorisation for various Estate Management Works. • Fixing of shelf life of various items used in the transit facilities / civil infrastructure assets and their condemnation / demolition procedure. • Standardisation of re-appropriation of use of Govt. Properties, identification of all such pending issues and approval of the competent authority.

Annexure-Icontd/-

(iv)	Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).	<ul style="list-style-type: none">• One year, which is extendable by another one year as per norms (The above-mentioned tasks / assignments are clearly identified and distinguishable, which can be carried out sequentially or in parallel and accordingly monitored over the period of assignment).• The detailed justification of the requirement of the consultant has been attached as Statement of Case.
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NOTE : -

In case of multiple persons meeting the given QR, the following methodology shall be followed for shortlisting of the eligible candidates : -

- Mandatory experience will be given more weightage than the preferable experience.
- Within mandatory experience, only work experience can be quantified. Thus, previous experience with DRDO is preferred.
- Qualification given is minimum required. Higher qualifications may be get preference.
- Shortlisted candidates may be called for personal interaction / interview for shortlisting.
- Decision post interactions / interview will be final and binding.

Annexure-II

(Refer Advertisement No : DRDO/CCE(EN)/
Consultant/001/2025 dt 07 May 2025)

Government of India/Ministry of Defence/DRDO
Chief Construction Engineer (R&D) Estates North, Chandigarh

<u>Terms of Reference (TOR) for Engagement of Consultant under E/M Category (Level-7 / 8)</u>		
(i)	Whether the Proposed engagement is against vacant post or for specific or Project	The Proposed Engagement of Consultant is for Specific Work/Assignments.
(ii)	Precise Statement of Objectives for Appointment of Consultant :-	
(a)	Discipline of domain where engagement of consultant is required.	Works Services, Estate Management and Land matters (Category : Technical)
(b)	The expertise/skills/knowledge required for engagement as consultant.	<u>Qualification</u> <ul style="list-style-type: none">• Electrical & Mechanical Engineering Diploma from a Recognized University.
		<u>Experience (Mandatory)</u> <ul style="list-style-type: none">• Work Experience in Corps of Engineers/MES/DRDO/CPWD/ PWD/Similar Government Engineering Departments at Pay Scale 7 for minimum seven years.• Knowledge of DSR/SSR/Similar Estimation Systems/ Modules.• Knowledge of Defence Works Procedure/Similar procedures followed in Works Departments of other Organizations.• Experience of Security of Estimates & Bills.
		<u>Experience (Preferable)</u> <ul style="list-style-type: none">• Knowledge of scales of Accommodation for Defence Services.• Knowledge and Experience of Municipality Bye-Laws relating to Construction & Maintenance of Civil and Electrical & Mechanical Infrastructure.• Experience of Works Services in/with DRDO.• Knowledge and Experience of Estates Management Practices like : Management of Transit Facility/Guest Houses, Environment Improvement Works, Watch & Ward Services.• Experience of Handling Test Audit/Local Audit of Works and replying to the observations & their settlement.
(iii)	Outline of the tasks to be carried out :- (Details of works required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)	The discipline/domain where working of consultant required are :- (a) Preparation of standard templates for tendering for various categories of works :- <ul style="list-style-type: none">• Operation & Maintenance of E/M Infrastructure Services.• General Conditions of Contracts (GCC).• Special Conditions of Contracts (SCC).• Management of Transit Facilities/Guest House.• Knowledge and experience of Estates Management Practices like : Management of Transit Facility/Guest Houses, Environment Improvement works, Watch and Ward Services.• AMC of the Equipment/Appliances.

Annexure-II contd/-

		<p>(b) Preparation of Standard check lists/Procedures for :-</p> <ul style="list-style-type: none">• Estimates of Proposals of Works.• Scrutiny of the Estimates of Works.• Tender Evaluation & Award of Tender.• Scrutiny of RAR & Final Bills.• Formulating strategies for safety management of work sites.• Preparation of Operative Guidelines and Terms & Conditions for various types of Works.
		<p>(c) Preparation and Maintenance of :-</p> <ul style="list-style-type: none">• Fixing of shelf life of various items used in the transit facilities/ E&M Infrastructure assets and their condemnation/ demolition procedure.• Formulating methodology/standards for taking correct measurement and their scrutiny.• Streamlining of DAK management system with feedback and actions taken thereof.
(iv)	Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).	<ul style="list-style-type: none">• One year, which is extendable by another one year as per norms (The above-mentioned tasks / assignments are clearly identified and distinguishable, which can be carried out sequentially or in parallel and accordingly monitored over the period of assignment).• The detailed justification of the requirement of the consultant has been attached as Statement of Case.

NOTE :-

In case of multiple persons meeting the given QR, the following methodology shall be followed for shortlisting of the eligible candidates :-

- Mandatory experience will be given more weightage than the preferable experience.
- Within mandatory experience, only work experience can be quantified. Thus previous experience with DRDO is preferred.
- Qualification given is minimum required. Higher qualifications may be get preference.
- Shortlisted candidates may be called for personal interaction / interview for shortlisting.
- Decision post interactions / interview will be final and binding.

Annexure-III

(Refer Advertisement No : DRDO/CCE(EN)/
Consultant/001/2025 dt 07 May 2025)

Government of India / Ministry of Defence / DRDO

Chief Construction Engineer (R&D) Estates, North, Chandigarh

Terms of Reference (TOR) for Engagement of Consultant under Admin/Secretarial/Finance/Accounts/ Cash & Legal Works Category (Pay Level-08)		
(i)	Whether the proposed engagement is against vacant post or for specific work or project	The proposed engagement of consultant is for specific works / assignments. However specific work may be assigned as per the expertise of the individual on need basis.
(ii)	Precise statement of Objectives	for appointment of Consultant :-
	(a) Discipline or domain, where engagement of consultant is required	Works Services, Estate Management and Land Matters (Category : Admin / Secretarial /Finance/Accounts/Cash & Legal Works)
	(b) The expertise / skills / knowledge required for engagement as consultant.	<u>Qualification</u> <ul style="list-style-type: none">• Degree from a recognized University. <u>Experience (Mandatory)</u> <ul style="list-style-type: none">• Drafting/correspondence/Legal documents/Office records.• Handle Court cases with all aspects of factual, investigation, document management and trial preparation.• Proficiency in maintenance and reconciliation of Cash Books including recording of action and conduct of Audit.• Preparation of Statement for settlement of pending TEDC observations.• Preparation of pending bills related to field offices.• Knowledge and experience of dealing with land acquiring, maintenance of land registers, hiring of land/building.• Experience of handling Test Audit / Local Audit of Works and replying to the observations & their settlement.• Experience of handling ACR of Army Officer and JCOs/OR.• Experience of Scrutiny of Estimates & Bills. <u>Experience (Preferable)</u> <ul style="list-style-type: none">• Work experience in Corps of Engineers/MES/DRDO/CPWD/ PWD/Similar Government Engineering Department for minimum seven years.• Knowledge and Experience of Estate Management Practices like Management of Transit Facilities / Guest Houses, Environmental Improvement Works, Watch & Ward Services.• Experience in preparation of Agreements, Commercial use of Government Properties.• Experience in monitoring of e-Samiksha.• Experience in RTI & Complaint related issues.• Experience in D & V Matters.
(iii)	Outline of the tasks to be carried out:- (Details of work required to be carried out/ specific tasks/ activities to be assigned to consultants should be indicated)	The discipline / domain where working of consultant is required are :- (a) Preparation of standard check lists / procedures for:- <ul style="list-style-type: none">• Scrutiny of Land/Legal Court Cases/Documents.• Standard Note Sheets at every required stage of payment of bills.• Hiring of properties.• Maintaining various administrative and financial documents & Records.• Ensure disbursement of legal dues and welfare of the labour hired.

Annexure-III.... contd/-

		<p>(b) Preparation and maintenance of:-</p> <ul style="list-style-type: none">• Preparation of land records & land registers (in liaison with the various revenue, DGDE offices, administrative, user labs and civil authorities).• Fixing of norms for manpower authorization for various Estate Management Works.• Fixing of shelf life of various items used in the transit facilities / civil infrastructure assets and their condemnation / demolition procedure.• Army Related Correspondence• Handling ACR of Army Officer and JCOs/OR• Streamlining dak management system with feedback & actions taken thereof.
(iv)	Estimated time period required for completion of Tasks:- (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).	<ul style="list-style-type: none">• One year, which is extendable by another one year as per norms (The above-mentioned tasks / assignments are clearly identified and distinguishable, which can be carried out sequentially or in parallel and accordingly monitored over the period of assignment).• The detailed justification of the requirement of the consultant has been attached as Statement of Case.

NOTE :-

In case of multiple persons meeting the given QR, the following methodology shall be followed for shortlisting of the eligible candidates :-

- Mandatory experience will be given more weightage than the preferable experience.
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- Shortlisted candidates may be called for personal interaction / interview for shortlisting.
- Decision post interactions / interview will be final and binding.

**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 :
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/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

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 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

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

Dated :

(Signature of Applicant)

Place :

Name