



Government of India  
Ministry of Defence  
Defence Research & Development Organisation (DRDO)  
Centre for Fire, Explosive & Environment Safety  
Brig. S K Mazumdar Road, Timarpur, Delhi – 110054

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(With 21 days closing duration)

**Engagement of Retired Government Employees as 'Consultant' in CFEES, Delhi on contract basis**

1. DRDO/CFEES 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
2024/CFEES/211	01	Level -11 of Pay Matrix as per approved 7thCPC	Admin	Enclosed <b><u>Annexure I</u></b>	One (01) year and extendable as per norms	Delhi

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 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 (proforma 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. 500/- with the employing office (**as per the proforma prescribed**).

6. **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 to IV** 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.

7. **Remuneration:** 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:-

Category	Remuneration	Conveyance Allowance
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Pensioners	Pay drawn at the time of retirement less Basic Pension being drawn.	Rs. 3000/- upto pay level - 11
Non-Pensioners	<b>Pay Level - 11</b> of the above post code - Rs.50,000/-	

8. **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.
9. 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.
10. **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.
11. **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.
12. 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.cfees@gov.in](mailto:director.cfees@gov.in)  
The Director  
Centre for Fire, Explosive & Environment Safety  
Government of India, Ministry of Defence  
Defence Research & Development Organisation  
Brig. S K Mazumdar Road, Timarpur  
Delhi -110054
13. 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.
14. **Cutoff date** for receipt of application is **21 days from the publication of Advertisement.**

**PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO**

1	Post Code	
	Advertisement No.:	<b><i>DRDO/CFEES/HRD/Consultants/001/2024</i></b>
2	Name in Full: (in Block letters)	
3	Date of Superannuation:	
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 : <i>(for Scientific / Technical posts)</i>			
	Area of Specialization : <i>(for Admin. posts)</i>			
13	Complete record of services rendered in Organizations / Estts before superannuation: <i>(with special reference to the experience in the level of post for which application is made)</i>			
	<b>Post Held with Pay Level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>
14	Complete list of published books / Monographs Research papers etc. <i>(for Scientific / Technological posts only)</i>			
15	Details of Knowledge of Computer			
16	Any other relevant information <i>(please enclose separate sheet, if required)</i>			

**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

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**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 06 July 2022 , issued under Govt letter No. DHRD/76682/Consultant/C/M/01 dated 27 July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him / her 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. 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:

(Signature of Applicant)

Place:

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 or for specific work or project:**

The engagement is proposed for the matters related to verification & compilation of Budget Forecast Estimates & revised estimate, Income Tax filing, Reports and returns w.r.t. Finance & expenditure of various heads, review and verification of Income Tax statements, filing of Tax Deduction at Source(TDS) returns (Quarterly & Annually) etc., e ticket booking Defence Travel System, reply of Audit Reports, ISO Audit, e MROs., review of Cash Book of each account, reply of court cases & RTI etc. An officer with expertise of accounts and experience in the aforesaid work is required for management and advice.

**(ii) Precise statement of Objectives for appointment of consultant:**

The consultation is required for verification & compilation of Budget Forecast Estimates & revised estimate, Income Tax filing, Reports and returns w.r.t. Finance & expenditure of various heads, review and verification of Income Tax statements, filing of Tax Deduction at Source (TDS) returns (Quarterly & Annually) etc., e ticket booking Defence Travel system, reply of Audit reports, ISO audits, e MROs., review of Cash Book of each account, reply of court cases & RTI etc.

**(iii) Category of work**

- a. Technical work
- b. Administrative/ secretarial work ✓

**(iv) Pay level of consultant(at the time of retirement/ superannuation):** Level 11

**(v) Discipline or domain, where engagement of consultant is required:** Finance and Accounts



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

Subordinate Audit/Accountant Service (SAS) qualified, experience in dealing matters related to Budget estimation, formulation etc., reply of Audit reports (CAG as well as DAD Audits) Financial Audits, Income Tax filing; Tax correction, Cash Book Audit, Cash handling, Defence Travel System etc.

**(vii) Outline of tasks to be carried out:-**

- Verification & compilation of Budget Forecast Estimates & revised estimate,
- Reports and returns w.r.t. Finance & expenditure of various heads,
- Reply of Audit reports & ISO audits.
- Income Tax filing, Review and verification of Income Tax statements.
- Filing of Tax Deduction at Source (TDS) returns (Quarterly & Annually) etc.,
- e ticket booking Defence Travel System.
- Implementation of e MROs,
- Review of Cash Book of each account,
- Reply of court cases & RTI

**(viii) Estimated time period required for completion of Tasks:-**

The tasks to be carried out by the consultant are of continuous nature however, the consultation services are required for two years.