

**Government of India
Ministry of Defence
Defence Research & Development Organization (DRDO)
New Delhi – 110054**

Subject: ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS CONSULTANT ON CONTRACT BASIS IN 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. The relevant details and eligibility criteria are given below:

- (i) **No. of Consultant:** 02 (Two)
 - (ii) **Pay Level in which consultants are required:** 07
 - (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)
 - (v) **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).
 - (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.
 - (vi) **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.
 - (vii) **Remuneration:**
 - (a) **Remuneration for Pensioners:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pensions from the pay drawn at the time of retirement.
 - (b) **Remuneration for Non-Pensioners:** Maximum consolidated monthly remuneration shall be Rs. 30,000/-.
 - (viii) **Conveyance Allowance:** A fixed monthly amount of Rs.3,000/- as Conveyance Allowance for the purpose of commuting between residence and the place work shall be allowed.
 - (ix) 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. The Broad terms and conditions of the contract is annexed as 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 annexed as Annexure - ‘D’ along with copy of documents as referred in the application to “**The Director, SAG, Metcalfe House Complex, Delhi - 110054**” so as to reach within a period of 21 days from the date of publication of the this advertisement. The applications along with supporting documents can also be sent by e-mail to **director.sag@gov.in** within the above stipulated period.

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Terms of Reference (TOR) for Engagement of Consultant (Level-7)
Post Code: 2024/JCB/229

- (i) Whether the proposed engagement is against vacant post or for specific work or project: - Specific work (To strengthen the National Security by improving the process of production of Cryptographic Documents).
- (ii) Precise statement of objectives for appointment of Consultant:- To use the field practical experience/expertise of consultant to update the system of Management of Cryptographic documents production.
- (iii) Category of work:
- (a) Technical work (b) Administrative/ Secretarial work
- (iv) Pay level of consultant (at the time of retirement /superannuation):- 7
- (v) Discipline or domain, where engagement of consultant is required:- *Operator Cipher, Operator Communication and Technician /Telecommunication/ Networking from Corps of Signals (Army)/Equivalent , JE(NE/System)*
- (vi) The expertise/ skills / knowledge required for engagement as consultant:- Retired JCOs from Corps of Signals (Army)/Equivalent, Computer knowledge in MS Office, Minimum 10 years experience in communication at Field/ Hi-altitude area ,Crypto Administration, Networking etc. passed in OCC Class-1/ Cipher Class-1/TTC Class -1
- (vii) Outline of the tasks to be carried out:-
- (a) To give suggestion for the security of documents during the various production stages.
- (b) To provide consultancy at the stage of checking for production of error free cipher Documents.
- (c) To provide consultancy in safe handover of Crypto material to cipher users.
- (viii) Estimated time period required for completion of tasks:-
One year (may be extended if required)

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Terms of Reference (TOR) for Engagement of Consultants (Level-7)
Post Code: 2024/JCB/230

- (i) Whether the proposed engagement is against vacant post or for specific work or project: - Specific work (To strengthen the National Security by improving the post production process of crypto administration pertaining to user interaction.
- (ii) Precise statement of objectives for appointment of Consultant:- To use the field practical experience/expertise of consultant to update the system of Management of Cryptographic document production pertaining to post production follow up.
- (iii) Category of work:
- (a) Technical work (b) Administrative/ Secretarial work
- (iv) Pay level of consultant (at the time of retirement /superannuation):- 7
- (v) Discipline or domain, where engagement of consultant is required:- Operator Cipher, Operator communication and Technician /Telecommunication/ Networking from Corps of Signals (Army)/Equivalent , JE(NE/System)
- (vi) The expertise/ skills / knowledge required for engagement as consultant:- Retired JCOs from Corps of Signals (Army)/Equivalent, Computer knowledge in MS Office, Minimum 10 years experience in communication at Field/ Hi-altitude area ,Crypto Administration, Networking etc. passed in OCC Class-1/ Cipher Class-1/TTC Class -1
- (vii) Outline of the tasks to be carried out:-
- (a) To provide consultancy for early resolution of feedback of user received on use of Crypto Documents.
- (b) To provide consultancy on Crypto Administration, new KM techniques as per new developments in the area of interest to Services.
- (viii) Estimated time period required for completion of tasks:-
One year (may be extended if required)

Terms and Conditions
for engagement as Consultant in the Labs/Estt/ 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 Para 6 of Government of India, Ministry of Defence letter No. DHRD/DRDO CONSULTANT/GUIDELINES/ E/685/ D(R&D)/2022 dated 06 Jul 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 service 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.

Date:

(Signature of Applicant)

Place:

Name:

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	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 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

- (a) Identity Proof
- (b) Proof of Address
- (c) Copy of P.P.O
- (d) Copy of proofs of Educational Qualification
- (e) Copy of Service Verification Certificate