

	Integrated Test Range (ITR) Defence Research & Development Organization (DRDO) Ministry of Defence, Government of India Chandipur, Balasore – 756025	Tel: 06782 – 272144 Email: hrd.itr@gov.in Advt No. ITR/HRD/Consultants/2025/03 Date: 30.05.2025 // Last Date 19.06.2025
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ENGAGEMENT OF RETIRED GOVT EMPLOYEES AS CONSULTANTS IN ITR, CHANDIPUR
ON CONTRACT BASIS

1. **Integrated Test Range (ITR)**, a premier laboratory of Defence Research and Development Organisation (DRDO) invites applications from Retired Employees from Central Govt/ State Govt/ PSU/ Autonomous Bodies having considerable experience of functioning in Central Govt Ministries/ Depts for engagement as consultant on short term contract basis as per Post Specific Terms of References (TOR). The relevant details and eligibility criteria are given below.

2. **Brief description about the requirements: -**

Post Code	No. of Posts	Pay Level of Retired Official	Category	TOR	Contract duration/ Period
2025/ITR/306	01	Level – 12 of pay matrix as per approved 7 th CPC	Technical	Enclosed Annexure – I	One (01) year and extendable as per norms
2025/ITR/307	01	Level – 10/11 of pay matrix as per approved 7 th CPC	Technical	Enclosed Annexure – II	One (01) year and extendable as per norms
2025/ITR/308	01	Level – 10 of pay matrix as per approved 7 th CPC	Admin	Enclosed Annexure – III	One (01) year and extendable as per norms

3. **Eligibility Criteria:**

- 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 filed relevant to the functioning for which applying (as per annexed TOR as applicable refers).
 - Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
 - Possessing effective communication (both oral and written) and interpersonal skills with strong flair for in-depth examination of his/her areas of work.
 - The applicant must have had unblemished Service Record.
 - 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 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: -**

- The applications received by the Closing Date shall be preliminarily scrutinized/examined, with regards to fulfilment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinize the applicants 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.
- The merit-wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
- 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 format;
 - 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 III (as applicable).
- 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 the 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 given 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 conditions(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. For Pensioners

- i. 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: -
- ii. Conveyance Allowance: 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. 3000/- up to Pay level – 11
@Rs. 5000/- for pay level 12 & above

b. For govt employees retired under National Pension Scheme (NPS):

- i. Remuneration: An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be fixed monthly amount as remuneration.
- ii. Conveyance Allowance: 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. 3000/- up to Pay level – 11
@Rs. 5000/- for pay level 12 & above

c. For Non-Pensioners: A fixed consolidated monthly remuneration shall be admissible as follows

Post code	Pay level of retired official	Equivalent pay scale of employees retired from PSUs	Consolidated remuneration per month	Conveyance allowance per month
2025/ITR/306	Level – 12 of pay matrix as per approved 7 th CPC	Rs. 80000 to Rs. 220000	Rs. 60000.00	Rs. 5000.00
2025/ITR/307	Level – 11 of pay matrix as per approved 7 th CPC	Rs. 70000 to Rs.200000	Rs. 50000.00	Rs. 3000.00
	Level – 10 of pay matrix as per approved 7 th CPC	Rs. 60000 to Rs. 180000	Rs. 40000.00	Rs. 3000.00
2025/ITR/308	Level – 10 of pay matrix as per approved 7 th CPC	Rs. 60000 to Rs. 180000	Rs. 40000.00	Rs. 3000.00

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. **Office Hours:** 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 hrd.itr@gov.in

The Director,
Integrated Test Range (ITR),
Government of India, Ministry of Defence,
Defence Research & Development Organization
Chandipur, Balasore – 756025 (Odisha)

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 OF RETIRED GOVT EMPLOYEES AS CONSULTANT IN DRDO

01	Post Code: 2025/ITR/..... Advertisement No.: ITR/HRD/Consultants/03 Dt. 30.05.2025			
02	Full Name in Block Letters			
03	Date of Superannuation			
04	Designation at the time of Superannuation			
05	Basic Pay & Grade Pay / Pay Level at the time of superannuation			
06	Name of organization last served with address			
07	Date of Birth			
08	Age (as on closing date of advertisement)			
09	Gender (Male/ Female)			
10	Address for correspondence			
	Email ID			
	Landline No.			
	Mobile No			
11	Educational Qualification (Graduation onwards)			
12	Areas of research (For Scientific/ Technical Posts)			
	Area of specialization (Admin Posts)			
13	Complete record of services rendered in organization / Estts. Before superannuation:			
	Post held with pay level	From	To	Subjects handled (in brief)
14	Complete list of published books/ monographs research papers etc. (for Scientific/ Technological posts only)			
15	Details of Knowledge of computer			

16	Any other relevant information (Please enclose separate sheet, if required)	
17	DECLARATION: I hereby declare that; the particulars furnished above are true and correct to the best of my knowledge and belief. I understand 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 advertisement / circular, including its enclosures, thoroughly and I am ready to accept all the terms and conditions for engagement of consultants.	
<div style="text-align: right;"> Signature of the Candidate Date..... </div>		

Following documents are to be enclosed by the applicant

1. Identity proof
2. Proof of Address
3. Copy of Pension Payment Order (PPO)
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/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 Consultant/Guideline/E/685/D(R&D)/2022 dated 06th July 2022, issued under Govt letter No. DHRD/76682/Consultant/C/M/01 dated 27th 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.

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 proposed engagement is against specific work
- (ii) **Precise statement of Objectives for appointment of Consultant: -**
: - In order to effectively support ITR for infrastructure related projects, a consultant with Graduate in Science/Diploma Engineering and experience in firefighting and industrial safety related activities is required.
- (iii) **Category of work:**
(a) Technical work ☒ (b) Administrative / Secretarial work ☐
- (iv) **Pay level of consultant (at the time of retirement/superannuation): 12**
- (v) **Discipline or domain, where engagement of consultant is required.**
: - Firefighting and Industrial Safety.
- (vi) **The expertise/skills/knowledge required for engagement as consultant.**
: - Experience in dealing with Firefighting and industrial safety related activities, Fire Fighting monitoring
- (vii) **Outline of the task to be carried out: -**
: - The proposed consultant will be responsible for all documentation related work for various Firefighting and industrial safety related activities of ITR. He shall also support, Fire Fighting monitoring..
- (viii) **Estimated time period required for completion of Tasks: -**
01 (One) year extendable for another year

**Government of India
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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 proposed engagement is against specific work
- (ii) **Precise statement of Objectives for appointment of Consultant: -**
: - In order to meet various timelines of projects, strict monitoring of progress is essential. Apart from this, it involves huge documentation work also. Therefore a Science/Engineering diploma holder with experience in Test Range Instrumentation is required to meet this objective effectively.
- (iii) **Category of work:**
(b) Technical work ☒ (b) Administrative / Secretarial work ☐
- (iv) **Pay level of consultant (at the time of retirement/superannuation): 10/11**
- (v) **Discipline or domain, where engagement of consultant is required.**
: - A diploma holder with experience in Test Range Instrumentation.
- (vi) **The expertise/skills/knowledge required for engagement as consultant.**
: - Experience in dealing with Test Range Instrumentation
- (vii) **Outline of the task to be carried out: -**
: - The proposed consultant will be responsible for all documentation related to Test Range Instrumentation for various ongoing projects at ITR. Apart from this, he will also be responsible for similar work required for training and skill enhancement schemes for scientists and technologists at ITR.
- (viii) **Estimated time period required for completion of Tasks: -**
01 (One) year extendable for another year

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Terms of Reference (TOR) for Engagement of Consultants

- (i) **Whether the proposed engagement is against vacant post or for specific work or project:**
: - The proposed engagement is for a specific work of managing various activities/ meetings w. r. t. assisting in the administrative assignments of the Establishment thus mainly for the administrative and secretarial work.
- (ii) **Precise statement of Objectives for appointment of Consultant: -**
: - In order to facilitate the time bound completion of administrative and coordination related activities and in meeting the laid down objectives of the establishment. Apart from this, it involves huge documentation work. To be manned for Administrative/Secretarial Services.
- (iii) **Category of work:**
- | | | | |
|--------------------|--|---------------------------------------|--------------------------|
| (a) Technical work | <input checked="checked" type="checkbox"/> | (b) Administrative / Secretarial work | <input type="checkbox"/> |
|--------------------|--|---------------------------------------|--------------------------|
- (iv) **Pay level of consultant (at the time of retirement/superannuation): 10**
- (v) **Discipline or domain, where engagement of consultant is required.**
: - A graduate (BA/B.Sc/B.com) having a law degree is preferred.
- (vi) **The expertise/skills/knowledge required for engagement as consultant.**
: - Conversant with the Govt. rules and regulations, administrative Rules etc
Should have wide experience and exposure in dealing the administrative and secretarial work in Govt. of India with good communication & interpersonal skills, noting and drafting skills, coordination/ liaisoning skills etc
Should be comfortable working in a computerized office environment
Should have wide knowledge and experience on record management especially in managing records and files
Experienced and domain expert to carry out administrative/secretarial work in order to meet the deadlines and objectives of ITR effectively and efficiently
- (vii) **Outline of the task to be carried out: -**
: - The Consultant engaged will support/ provide assistance in: - General administration, day to day establishment matters, Drafts notes, proposals, cases etc. on various matters pertaining to ongoing activities, Coordinating with officials for various activities w. r. t. Administrative Work/ Court Cases. Assisting in conducting assessment for promotion to higher grades, Record management especially in managing records and files (proper filling, docketing, referencing, indexing of records), Secretarial work in Director office, Liaisoning work., Any other job assigned by the Director, ITR from time to time.
- (viii) **Estimated time period required for completion of Tasks: -**
01 (One) year extendable for another year