

**Government of India Ministry of Defence  
Defence Research & Development Organisation (DRDO)  
Centre for Artificial Intelligence & Robotics  
C.V. Raman Nagar, Bengaluru – 560093**

**Dated: 2<sup>nd</sup> June 2025**

**CIRCULAR**

**Subject:** *Engagement of retired Government Officials as 'Consultant' on Contract Basis in CAIR (DRDO) inviting application thereof-reg.*

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:

Post Code	No of Posts	Pay Level of Retired Official	Category	Terms of Reference (TOR)	Contract Duration
2025/CAIR/310	01	Level-11 of Pay Matrix as per approved 7 <sup>th</sup> CPC	Admin	Appendix-A	One year and extendable by another one year

**2. General Terms & Conditions:**

**2.1. Experience:-**

- Officers/officials 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**).
- 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 a strong flair for in-depth examination of his/her areas of work.

**2.2. 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.

**2.3. Remuneration & Allowances.**

The details of Remuneration and Conveyance Allowance are as follows:

**(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 @ Rs. 3000/-.

**(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 the 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 @ Rs. 3000/-.

**(C) For Non-Pensioners:** A fixed consolidated monthly remuneration shall be admissible as follows:

Pay Scales (Pay Scales of Employee Retired from PSUs)	*Equivalent Pay Scales of 7th CPC	Consolidated Remuneration per month	Conveyance Allowance
Rs 70,000– Rs 2,00,000	Level-11	Rs.50,000/-	Rs. 3,000/-

**(d) 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 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.

**(e) Drawl 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.

**2.4.** No retired government official 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.

**2.5.** The broad terms and conditions of the contract in annexed (Appendix-B)

**2.6.** Interested eligible retired officials of Central Government/State Government/PSU/ Autonomous Bodies as eligible may submit their applications in the enclosed format (**Appendix-C**) along with copy of documents as referred in the application to the following address. The applications can also be sent by email ([director.cair@gov.in](mailto:director.cair@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.

The Director,  
Centre for Artificial Intelligence & Robotics  
Government of India, Ministry of Defence  
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**2.7.** Cut-off date for receipt of application is **21 days** from the date of publication of Advertisement.

**Appendix-A**

**Terms of Reference (TOR) for Engagement of Consultants**

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

Not against a vacant post. Proposal is for specific assignments relating to projects

- ii) **Precise statement of Objectives for appointment of Consultant:-**

Under ISR project activities various procurements are being carried out and planned for future. Activities being progressed under project requires consultancy in the areas as listed following -

- a. Procurement and Stores management
- b. Handling CARS financial related procedures
- c. Interpretation of Procurement Policies and its applications
- d. Management and Monitoring of Development Contracts with Industry partners
- e. Analysis financial statements of bid participants
- f. Interpretation and applications of Income Tax, GST and statutory levies etc.
- g. Monitoring of procurements status

- iii) **Category of work**

Admin (Purchase Management)

- iv) **Pay level of consultant (at the time of retirement/superannuation)**

Pay Level 11

- v) **Discipline or domain, where engagement of consultant is required**  
Procurement and stores related domain

- vi) **The Expertise/Skill/Knowledge required for engagement as consultant.**

The consultant should have at least a Bachelor Degree / Diploma and should have domain experience as below:

Procurement management, Procurement through GeM portal, General Financial Rules, Public procurements financial terms and conditions, Outsourcing of services, Software development contracts, Job contracts

- a. The consultant should be extremely conversant with GoI public procurement rules and regulations, GeM portal usages, Stores Management, eProcurement.
- b. The consultant should be extremely conversant with the various documents formats required for the public procurements.
- c. Consultant should be conversant with the use of computer system for generation of procurement related write-ups and document, handling CARS related financial procedures.
- d. Knowledge of MSE and MIE rules
- e. Knowledge of DRDO procurement procedures will be an added advantage.

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

RFP preparation and scrutiny, procurements terms and conditions, Co-ordination with purchase group, MII policies

- a. Assist in preparation and scrutiny of RFPs
- b. Interpretation and explanation of procurements financial terms and conditions
- c. Study and explanation on interpretation financial & procurement policies
- d. Analysis of financial statements of bidders and suppliers
- e. Co-ordination with PD/ADMMA in Monitoring of procurements status
- f. Monitoring of Project cash outgo against the commitments
- g. Assist in handling CARS financial related procedures

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

Initially for a period of one year, extendable by another one year

**Appendix-B**

**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 GoI 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**

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

Appendix 'C'

**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)*

<b>Post held with pay Level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>

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

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