



GOVERNMENT OF INDIA
Ministry of Defence
DEFENCE RESEARCH & DEVELOPMENT LABORATORY (DRDL)
Dr. APJ Abdul Kalam Missile Complex, Kanchanbagh PO
Hyderabad, Telangana - 500 058

Advt. No. DRDL/CONSULTANT/2022/092

Opening Date : 15th February 2023

Closing Date : 07th March 2023

ADVERTISEMENT

**ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS 'CONSULTANT'
ON CONTRACT BASIS IN DRDL, HYDERABAD**

01. 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 of Consultant on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below:

SNo.	Post_Code	No. of Posts	Pay Level of Retired Official	Category	Post Specific Terms & Conditions	Location
i.	2022/DRDL/092	01	Level-13	Technical	Refer Annexure-01	Hyderabad

02. **General Terms & Conditions:**

2.1 **Experience:**

- Officers / Officials who have retired from Central / State Govt., 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 annexed TOR for each post code).
- Persons possessing experience of having worked in DRDO would be accorded preference during selection / appointment.
- 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.

2.2 **Age Limit:** The maximum age limit for all categories of retired employees for applying will be 63 years as on closing date of application.

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2.3 Remuneration & Allowances:

- a. **Remuneration and conveyance allowance for PENSIONERS:** 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. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall be allowed @ Rs. 5000/- for pay level from Level-12 to 14 and above:
- b. **Remuneration & Conveyance allowance for NON-PENSIONERS:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

SNo.	Pay Scales (Pay Scales of Employees Retired from PSUs)	*Equivalent Pay Scales of 7 th CPC	Remuneration	Conveyance Allowance
I.	Rs. 90,000 - Rs. 2,40,000/-	Level-13 / 13A	Rs. 60,000/-	Rs. 5,000/-

**Equivalent is prepared based on the pay matrix of 7th CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration / conveyance allowance.*

- c. **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 / she 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.
- d. **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 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.

2.5 Interested eligible retired officials of Central Government / State Government / PSU / Autonomous Bodies may submit their application in the enclosed format (Appendix-A) along with copy of documents as referred in the application to **The Director, Defence Research & Development Laboratory (DRDL), Govt. of India, Ministry of Defence, DRDO, Dr. APJ Abdul Kalam Missile Complex, Kanchanbagh PO, Hyderabad, Telangana - 500 058, Telephone No. 040-24583017.** The application can also be sent by email to cao.drdl@gov.in with the subject line "**Application for Consultant & Pay Level**". Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation.

03. The detailed terms and conditions in annexed as **Appendix-B**, which is also required to be submitted along with **Appendix-A**

04. **Candidates applying for more than one Post Code required to submit separate application for each Post Code.**

05. Last date of receipt of application is **07th March 2023.**

POST SPECIFIC TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

- (i) Whether the proposed engagement is against vacant post or for specific work or project.
- Handling the activities related to Integration, Testing and Storing of Articles, Coordinate with Naval Establishments for security clearance of men and material movement.
 - To coordinate, liaison with Naval Establishments INS (K), SBC, Naval dockyard and Rambelli to carry out all the activities relevant to Projects.
- (ii) Precise statement of Objective for appointment of Consultant:
- In charge of all Project establishments in and around Vizag.
 - Liaison with Naval agencies at KALINGA, Naval Dock yard for smooth functioning of project activities.
 - Liaison and coordinate with various DRDO personnel for various activities at Vizag.
 - Coordinate with maintenance agencies for regular maintenance of buildings, Guest houses, Cranes, A/C and other equipments.
 - Coordinate for arrangement of security passes, accommodation and transport for all personnel coming to attend project activities.
 - Represent and coordinate with concerned agencies to sort out any issues happening during integration and flight trial activities.
 - Coordinate with O i/c CCL for smooth functioning of flight trial activities like loading of article, testing, sailing and jetty activities.
 - Monitoring and safe keeping of infrastructure at Vizag establishments.
 - Extending support during campaign season for round the clock activities.
 - Coordinate for arrangement of Hydra, Cranes and requirement basis.
- a) Discipline or domain, where engagement of consultant is required.
- In charge of Project establishments at INS (K), SBC and RAMBELLI at Visakapatnam.
- b) The expertise / skills / knowledge required for engagement as consultant.
- Retired from Indian Navy at a level of Captain post. The Officer should be familiar with Vizag based Naval Establishments and relevant experience.
- (iii) Outline of the tasks to be carried out: -
- Monitoring technical activities like Missile Integration, Testing and Storing of Articles.
 - Coordinating with Naval Establishments for smooth functioning of Men and Material Movement.
- (iv) Estimated time period required for completion of Tasks:

ONE YEAR and extendable as per norms.

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT 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 Qualifications (Graduation onwards) :
11. Areas of Research (for Scientific / Technical Posts) :

Area of Specialization (for Admin posts) :

12. Complete record of services rendered 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 sheet, 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 read this circular and ready to accept all the terms and conditions 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

TERMS AND CONDITIONS
FOR ENGAGEMENT AS CONSULTANT IN LABS / ESTTS / UNITS OF DRDO

01. The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him / her by the Director of the concerned Lab / Estts / Unit, where he is engaged.
02. The working hours would be that of the working hours or the Lab/Estts/Unit where he is engaged.
03. 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.
04. The consultancy will start for a period of one year from the date he / she enters into the contract agreement with DRDO.
05. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of Gol letter dated 06 July 2022, subject to the 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.
06. Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
07. The consultant shall perform his / her obligations under his / her consultancy with all necessary skills, diligence, efficiency and economy.
08. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
09. 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, _____ S/o _____ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

(Signature of the Applicant)
Name

Date:

Place: