

Government of India
Ministry of Defence
Defence Research & Development Organization (DRDO)
Naval Science & Technological Laboratory (NSTL)
Vigyan Nagar, Gopalapatnam (Post), Visakhapatnam-530027, A.P.

Dated: 19th August 2025

CIRCULAR

Subject: Engagement of retired Government officials as Consultants on contract basis in NSTL (DRDO), Visakhapatnam : inviting applications regarding.

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:

No. of consultants	Pay level retired officials	Post code & Category	Terms of Reference (TOR) Enclosed at	Tenure of Contract
01	Level-13A	2025/NSTL/281 Technical	Annexure-I	One year and extendable as per norms
01	Level-9/10	2025/NSTL/282 Admin	Annexure-II	

(i) Experience:

- Officers/Officials who have retired from Central/State Govts. 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 TOR).
- Persons possessing experience of having worked with 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.

(ii) 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.

(iii) Remuneration & Conveyance:

The details of Remuneration and Conveyance Allowance are as follows:

- 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 also be allowed Rs. 3,000/- for up to Pay Level 11 and Rs. 5,000/- for Pay Level 12 to 14.

Contd....

- b) **Remuneration and conveyance allowance for Non-Pensioners** : A fixed consolidated monthly remuneration shall be admissible as follows:

Post code	Pay level retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2025/NSTL/281	Level-13A	Rs. 90,000/- to Rs. 2,40,000/-	Rs. 60,000/-	Rs. 5,000/-
2025/NSTL/282	Level-9/10	Rs. 60,000/- to Rs. 1,80,000/-	Rs. 40,000/-	Rs. 3,000/-

The amount shall remain unchanged for the term of the contract. There will be no annual increment /percentage increase during the contract period.

- c) **Remuneration and conveyance allowance for Govt Employees retired under National Pension Scheme (NPS)** : 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. 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. 3,000/- up to level-11

Rs. 5000/- for pay level from level – 12 to 14 and above

- d) 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.
- e) 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, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment
- (iv) 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 at **Annexure-III**.
3. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed format at **Appendix-A** along with copy of documents as referred in the application to the **The Director, Naval Science and Technological Laboratory (NSTL), Govt. of India, Ministry of Defence, DRDO, Vigyan Nagar, Gopalapatnam Post, Visakhapatnam-530 027, A.P.** so as to reach within a period of **21 days** from the date

of publication of this advertisement. The applications along with supporting documents can also be sent by email to admin.dept.nstl@gov.in with the subject line “**Application for Consultant**” within the above stipulated period. Incomplete / ineligible applications/ applications sent to address other than mentioned address or applications received after due date will be rejected automatically without any intimation.

List of Enclosures:

Enclosure	Subject/Mater
Annexure-I	Terms of Reference for Post Code 2025/NSTL/281
Annexure-II	Terms of Reference for Post Code 2025/NSTL/282
Annexure-III	Terms and Conditions of the Contract
Appendix-A	Proforma of Application

DIRECTOR
NSTL

Terms of Reference (TOR) for Engagement of Consultant (Level-13A)**Post Code: 2025/NSTL/281**

- (i) **Whether the proposed engagement is against vacant post or for specific work or project**
➤ **For specific work** - Generation of various documents for ALWT (NST-208) project.
- (ii) **Precise state of Objectives for appointment of Consultant:-**
➤ Generation of documentation templates for different applications in respect of NSTL systems and products under induction / export.
➤ Preparation of documents for NSTL Systems & products being inducted/exported.
➤ Review of documents submitted by production agencies.
- (iii) **Discipline or domain, where engagement of consultant is required.**
➤ Engineering graduate (Mechanical/Electrical / Electronics-embedded systems) - **Level 13/A** - 01 officer
- (iv) **The expertise/skills/knowledge required for engagement as consultant.**
➤ Design, Development of documentation templates and Documentation of products/systems under export/induction
➤ Review of documents submitted by production agencies before handing over to USER as a part of ToT/production order.
- (v) **Outline of the tasks to be carried out:-**
(Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)
➤ Preparation of the following pertaining to ALWT (NST-208) project considering user point of view.
 ➤ MQAP's
 ➤ Drawings
 ➤ ATPs
 ➤ Technical manuals
 ➤ User manuals
 ➤ MR Manuals
➤ Review of Production documents
➤ Documents for Export Systems
- (vi) **Estimated time period required for completion of Tasks:-**
(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment.)

Sl. No.	Tasks/Jobs/Documents	Deliverables	Duration
I	1. MQAP's 2. Drawings 3. ATPs 4. Technical manuals 5. User manuals 6. MR Manuals	6	3 months
2	Review of Production documents	10	5 months
3	Documents for Export Systems	8	4 months

Terms of Reference (TOR) for Engagement of Consultant (Level-9/10)

Post Code: 2025/NSTL/282

- (i) Whether the proposed engagement is against vacant post or for specific work or project: For specific work
- (ii) Precise statement of objectives for appointment of consultant: The service of a consultant is required to assist the Administration department in dealing with existing court cases filed by/against this office, disciplinary cases and to deal with matters related to various labour acts/laws.
- (iii) Category of work:
(a) ~~Technical Work~~ (b) Administrative/Secretarial work
- (iv) Pay level of consultant (at the time of retirement / Superannuation): **Level-9/ Level-10**
- (v) Discipline or domain, where engagement of consultant is required: Administration
- (vi) The expertise/skills/knowledge required for engagement as consultant: The officer should have work experience of dealing with court cases, disciplinary cases and should be well conversant with the following Rules/Acts.
 - Prevention of Corruption Act
 - Central Vigilance Commission Act
 - CCS (Conduct) Rules
 - CCS (CCA) Rules
 - RTI Act and Procedural Codes etc.
 - Contract Labour (R&A) Act, 1970
 - Payment of Wages Act, 1936
 - Minimum Wages Act, 1947
 - Industrial Dispute Act, 1974 etc.
 - Factories Act, 1948
 - Indian Contracts Act 1872
- (vii) Outline of the tasks to be carried out:
 - Coordination with govt. counsel for handling and helping with ongoing court cases and other legal matters.
 - Tender legal opinion upon the issues arising at the office. Prepare parawise comments on all OAs, Writ Petitions, SLPs, PILs filed against the Union of India & forward to the concern standing counsel after approval of the competent authority for drafting counter affidavit.
 - Scrutinize the counter affidavit received from the govt. counsel with reference to the parawise comments.
 - Perform such work of legal nature as may be entrusted to him/her from time to time.
 - Maintenance of report of pending court cases & monitoring thereof.
 - Timely implementation of judgments given by the Court (s)
 - Process of obtaining/renewal of License/Registration Certificate under Factories Act or various Labour Acts. and other necessary correspondence with the concerned departments pertaining to Factories Act or various Labour Acts, as the case may be.
 - Facilitation of records maintained under various Labour Acts.
- (viii) Estimated time period required for completion of Tasks: Initially one year (extendable for second year, as decided by the Competent Authority)

**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 or 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. 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

**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 :

E-mail :

Contact No. : 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)

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 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 Qualifications
5. Copy of Service Verification Certificate