

Advertisement No : RCI/HRD/2024/Consultant/216&217

**Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Research Centre Imarat, Dr. APJ Abdul Kalam Missile Complex,
VignyanaKancha. Hyderabad - 500 069**

Dated: 04th September, 2024

CIRCULAR

**Sub : Engagement of Retired Government officials as 'Consultant' on Contract
Basis in RCI (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:-

Post Code	Pay level of Retired officials	Category	No. of Posts	Terms of Reference (TOR) Enclosed at	Contract duration
2024/RCI/216	Level-13	Technical	01	Appendix-A	One year and extendable as per norms
2024/RCI/217	Level-12	Technical	01	Appendix-B	

2. General Terms & Conditions:

2.1 Experience:

- (a) Officers/ Officials who have retired from Central/ State Govt., PSUs, autonomous bodies, Govt. R&D Organizations and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR enclosed).

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(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.

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.

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. 5000/- for Pay Level 12 and 13.**

(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. 5000/- for Pay Level 12 and 13.**

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

Post Code	Pay level of Retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration per month	Conveyance Allowance
2024/RCI/216	Level-13	Rs. 90,000/- to Rs.2,40,000/-	Rs.60,000/-	Rs.5,000/-
2024/RCI/217	Level-12	Rs. 80,000/- to Rs.2,20,000/-	Rs.60,000/-	Rs.5000/-

(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) **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.

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.

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2.5 Interested eligible retired officials of Central Government / State Government / PSU/Autonomous Bodies may submit their applications in the enclosed Format at Annexure II along with copy of documents as referred in the application to the following address :

**RESEARCH CENTRE IMARAT (RCI)
Dr. APJ Abdul Kalam Missile Complex
Government of India, Ministry of Defence
Defence Research & Development Organisation
Vignyanakancha P.O., Hyderabad 500 069**

2.6 Cut-off date for receipt of application is **21 days** from the date of publication of Advertisement.

List of Enclosures :

Enclosure	Subject / Matter
Appendix-A	Terms of Reference for Post Code 2024/RCI/216
Appendix-B	Terms of Reference for Post Code 2024/RCI/217
Annexure-I	Broad Terms and Conditions of the Contract
Annexure-II	Proforma of Application

**DIRECTOR
RCI, HYDERABAD**

Government of India
Ministry of Defence
Terms of Reference (TOR) for Engagement of Consultant (Level-13)
Post Code : 2024/RCI/216

- (i) **Whether the proposed engagement is against vacant post or for specific work or project:** The requirement is against a specific work i.e. AMC Management for TDV ship.
- (ii) **Precise statement of Objectives for appointment of Consultant: -**
(a) Co-ordination and monitoring of AMC related activities at ship berthing site for AMC and defect rectification of TDV.
(b) Liaison with Indian Navy, logistics management and co-ordination for deployment of TDV ship for DRDO Missions.
- (iii) **Category of work :-** Technical co-ordination and monitoring of maintenance activities.
(a) Technical work (b) Administrative / Secretarial work
- (iv) **Pay level of consultant (at the time of retirement/ superannuation) :-**
Pay Level - 13
- (v) **Discipline or domain, where engagement of consultant is required :-**
Electrical / Mechanical Engineering.
- (vi) **The expertise / skills / knowledge required for engagement as consultant :-**
(a) Minimum experience of 20 years in any Central Govt. Organization
(b) Experience in maintenance of shipboard equipment.
(c) Experience of work with Indian Navy is preferable.
- (vii) **Outline of the tasks to be carried out: -**
(a) Technical co-ordination and monitoring of AMC related activities for TDV equipment.
(b) Liaison and logistics management during DRDO Missions from TDV.
(c) Review of AMC reports and other performance parameters for shipboard machinery and reporting the same to PGAD/ RCI.
(d) Liaison with shipyard and Indian Navy towards smooth operations of TDV with least downtime.
- (viii) **Estimated time period required for completion of Tasks: - Four years**
Initially the appointment may be considered for one year with further extension up to three years with the approval of Competent Authority.

Government of India
Ministry of Defence
Terms of Reference (TOR) for Engagement of Consultant (Level-12)
Post Code : 2024/RCI/217

(i) Whether the proposed engagement is against vacant post or for specific work or project.

- The proposed engagement is for the RCI project: MRSAM (IAF).

(ii) Precise statement of Objective for appointment of Consultant:

The consultant should have served more than 35 years in any Central Government Establishment and retired in the pay level matrix of 12. The consultant should have experience in execution of various infra projects in defence or other works. The consultancy is necessary to monitor the realization of infrastructure facilities of MRSAM(IAF) at various Air Force Stations. Preference will be given person who have already served in defence projects in MES/CCEs for DRDO, IAF, NAVY and ARMY etc.

(iii) Category of work:

- (a) **Technical Work** (b) **Administrative/Secretarial Work**

(iv) Pay Level of Consultant (at the time retirement/superannuation) : Level-12

(v) Discipline or domain, where engagement of consultant is required.

- To monitor the ongoing infrastructure realization tasks and conducting site surveys and preparation reports, MoMs and scrutinizing BPs/AEs in accordance with FRDs of project MRSAM(IAF).

(vi) The expertise / skills / knowledge required for engagement as consultant.

- The individual shall have minimum 35 years of relevant experience in Critical Monitoring of projects with effective communication skills to liaison with the stake holders of the project for timely realization of infrastructure and obtaining clearances from different agencies to complete the project in time.

(vii) Outline of the tasks to be carried out: -

- (a) Responsible for monitoring the ongoing infrastructural realization activities whether they are being carried out as per FRD or not.
- (b) Need to visit the sites located all over India regularly for monitoring the ongoing works.
- (c) Responsible for pro-active liaison with various agencies for timely completion of project.
- (d) Need to provide any document, information and data to the stake holders if required, to obtain clearance from various agencies.
- (e) Responsible for getting pre and post clearances of the infrastructural realization.
- (f) Responsible for proper handing/taking over of the completed infrastructure facilities.
- (g) Responsible for timely in/out of industry partners, reps of firms, supervisors/Mechanics of agencies to the DRDO campus.
- (h) Security of confidential information or data with which he is dealing.
- (i) Responsibility of performing all the tasks and duties as assigned by the Programme Directors / Officers and Authorities under whom she/he may from time to time be placed as per the contract and be responsible to accomplish the set targets within stipulated timeframe.

(viii) Estimated time period required for completion of Tasks: Four years.

Initially appointment may be considered for one year with further extension up to three years with the approval of 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 (TOR) and the task / jobs assigned to him/her by the Director of the concerned Lab / Estt / Unit, where he/she 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 the Para 6 of the Government of India, Ministry of Defence, Department of Defence Research & Development letter no. DHRD/DRDO CONSULTANT/GUIDELINES/E/685/D(R&D) dated 06-Jul-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. The 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 and Conditions for engagement as Consultant in
DRDO.

(Signature of the Applicant)

Name : _____

Date :

Place :

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. EMPLOYEES AS
CONSULTANT IN DRDO**

1. Name in Full :
2. Date of Superannuation :
3. Designation at the time of Superannuation :
4. Basic Pay & Pay Level at the time of Superannuation :
5. Name of the Organisation last served with address :
6. Date of Birth :
7. Age (as on closing date of Advt.) :
8. Gender : Male / Female
9. Address for Correspondence :
- Email ID :
- Contact No. (Landline) :
- Mobile No. :
11. Areas of Research (For Scientific / Technical Posts) :
12. Complete record of services rendered in Organization / 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 Advertisement / Notice, including its enclosures, thoroughly and I am ready to accept all the terms and conditions for engagement of Consultants.

(Signature of the Applicant)

Date:_____

Following self-attested documents photocopies are to be enclosed by the applicant:-

1. Identity Proof
2. Proof of Address
3. Copy of Pension Payment Order
4. Copy of Proof of Educational Qualification
5. Copy of Service Verification Certificate

