DHRD/76682/consultant/C/M/01/2022/116

**Defence Res. & Dev. Orgn. (HQ)**

**Dte of Human Resources Development**

**‘B’ Block, DRDO Bhawan**

**Rajaji Marg, New Delhi-110011**

Date: 30-11-2022

**ADVERTISEMENT**

**Engagement of retired Government Officials as Consultant (Administrative Purpose) on contract basis in DRDO inviting applications thereof: Regrading**

1. 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 as per Post Specific Terms OF Reference (TOR). The relevant details and eligibility criteria are given below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Post Code | No. of Post | Pay Level of Retired Official | Tenure of Contract | Location |
| 1. | 2022/CEMILAC (RCMA/116 | 01 | 7 | One year and extendable as per norms | RCMA(Materials, CEMILAC, DRDO, Hyderabad |

1. **Post specific Terms of Reference (TOR) for engagement of Consultant:**
   1. Discipline or Domain where engagement of Consultant is required

* For Administrative Support (Admin) : 01

1. **Expertise / Skills / Knowledge required for engagement of the Consultant (Administrative Support)**

* Minimum educational qualification should be Graduate in any discipline from a recognized University
* Consultant should have practical knowledge and experience in their respective areas of services for which he / she is applying.
* The applicants must have good working knowledge of computer in M S Office.
* The applicants should have and experience handling the respective services independently
* The minimum pay level of the retired officials should be Level 7 at the time of retirement.

2. **Outline of the Tasks to be carried out (Consultant for Administrative Support)**

* Service Book Entry i.e. employee service particulars like Promotion, Pay Fixation, LTC, MACP and Leaves, in-\*Service Book of officers and staff, entry in all auditable registers.
* Formalities of Joining, Promotion, resignation and retirement etc., Preparation of Pension Papers, Movement Order Daily Order Part-I & II, Noting, Drafting, Office Order / Circular and Inter Office Note (ION) etc.
* Correspondence pertaining to DPC, MACP, Seniority of Admin & Allied and DRTC Cadres, Quarterly Strength Return, Court Cases, Income Tax, GeM, Monthly Returns (on provision of Pension and Gratuity)

3. **General Terms & Conditions**

3.1 **Experience**

* Officers / officials who have retired from Central / State Govt. / PSU / Autonomous Bodies / Universities / Govt. R & D Organizations and having minimum 10 years working experience in the field for which he / she is applying.
* 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.

3.2 **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.

3.3 **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 also be allowed @ Rs3000/- for pay level 7.

**(b) Remuneration and Conveyance Allowance for Non-Pensioners:**

A fixed monthly amount of Rs30,000/- shall be admissible. The amount 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 shall also be allowed @ Rs3000 /- For pay level 7.

**(c) Draw of Pension:**

A retired Govt. official appointed as consultant shall continue to draw pension and dearness relief during the period of his engagement as consultant. His/her engagement as consultant shall not be constructed as a case re-employment.

3.4 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.

4. Interested eligible retired officials of Central Government / State Government / PSU / Autonomous Bodies may submit their applications in the enclosed format ( as Appendix-A) along with copy of documents as referred in the applications to the **Regional Director, CEMILAC, DRDO, HYDERABAD – 500 058.**  The applications can also be sent by email (rdrcma.mat.cemilac@gov.in) with the subject line “Application for Consultant” latest by 21 days from the date of publication of this advertisement. Application received after closing date will be rejected automatically without assigning any reason or intimation.

5. The board terms and conditions of the contract is annexed as Appendix-B, which is also required to be submitted along with Appendix-A.

**Appendix-APROFORMAOFAPPLICATIONFORENGAGEMENTOFRETDGOVT EMPLOYEESAS**

**CONSULTANT INRCMA(Missiles)**

|  |  |  |
| --- | --- | --- |
| 1. | Nameinfull | : |
| 2. | DateofSuperannuation: | : |
| 3. | Designation at the timeSuperannuation: | : |
| 4. | Basic Pay & Grade Pay/Pay LevelatthetimeofSuperannuation | : |
| 5. | Name of the Organization lastserved withaddress | : |
| 6. | DateofBirth | : |
| 7. | Age (As on closing date ofadvertisement) | : |
| 8. | Gender(Male/Female) | : |
| 9. | Addressforcorrespondence  E-mail  Contact No. (Landline)ContactNo. (Mobile) | :  :  :  : |
| 10. | Educational Qualification(Graduationonwards) | : |
| 11. | AreasofResearch  *(ForScientific/Technicalposts)*  Areaofspecialization  *(ForAdminposts)* | :  : |

# CompleterecordofservicesrenderedinOrganizations/Esttsbeforesuperannuation:

*(withspecialreferencetotheexperienceinthelevelofpostforwhichapplicationismade)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Held with Paylevel** | **From** | **To** | **Subjects Handled(in brief)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Completelistofpublishedbooks/monographs/Researchpapersetc.

*(forScientific/Technologicalpostonly)*

# Detailsofknowledgeofcomputer

1. Anyotherrelevantinformation

*(pleaseencloseseparatesheet,ifrequired*

**DECLARATION**

# I here by declare that the particulars furnished above are true and correct to the best of 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 anytime 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 terms and conditions for engagement of consultant.

Following documents are to be enclosed by the applicant

* 1. Identity proof
  2. Proof of address
  3. Copy of PPO
  4. Copy of proofs of Educational Qualification
  5. Copy of Service Verification Certificate

# (Signature of the applicant)

# Date:

## Appendix-B

## ForengagementofConsultantintheLabs/Estts/UnitsofDRDO

1. The consultant shall perform the services as per Terms of Reference and the task/jobs assigned tohim/herbytheDirector,RCMA (Missiles), Hyderabad.
2. Theworkinghours wouldbethatoftheworkinghours oftheLab/Estt/Unitwhereheisengaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normalworkinghoursforwhichnootherbenefits/leave will begranted.
4. The consultancy will start for a period of one year from the date he/she enters into the contractAgreementwithDRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per para 6 of GoI letter dated06 July 2022, subject to the celling that remuneration plus pension drawn by the consultant shall not bemore than the last pay drawn by him at the current rate of DA. Mandatory deduction, if any, will bemade.Theremunerationforservicesrenderedina monthshall bepayablein subsequentmonth.
6. Secretary DD (R&D) shall have the right to examine/review/terminate the consultancy services providedbyhim/heratanytime.
7. The consultant shall perform his/her obligations under his/her consultancy with all necessary skills,diligence,efficiencyandeconomy.
8. Theconsultant shallmeet highstandardforethicsandintegrityundertheagreement of appointment.
9. No other facility whatsoever except remuneration and conveyance allowance shall be provided tohim/herbyDRDOin his/hercapacityasConsultant.
10. The Department shall not be responsible for any loss, accident, damages/injury suffered by him/herwhatsoeverarising inoroutofthe executionofhis/herwork,including travel.
11. Consultant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules,InformationSecurityActand otherrestrictionsasapplicable toGovtemployees.
12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.Accumulationofleavebeyond calendaryearmaynotbe allowed.
13. Duringthetermsoftheconsultancy,he/sheshallnotbeengagedinanyprivatebusinessorprofessional activity which could conflict with the interest of the Government. The engagement ofConsultantisofatemporary(non-official)natureagainstthespecific jobs.

**Declaration**

I,……………………………..…….…(NameoftheConsultant),S/o…………………….herebyagreeunconditionally withallabovereferredTerms&Conditions forengagementasconsultantinDRDO.

(Signature of Applicant)

Name:

Date:

Place: