

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEFENCE RESEARCH & DEVELOPMENT ORGANIZATION
SCIENTIFIC ANALYSIS GROUP
METCALFE HOUSE COMPLEX, DELHI-110054

Advertisement No. SAG/2025/Consultant-01

Dated: June, 2025

CIRCULAR

Subject: Engagement of Retired Government officials as 'CONSULTANT' on contract basis in Scientific Analysis Group, Metcalfe House, Delhi-110054 - inviting application thereof: 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 in Scientific Analysis Group (SAG), Metcalfe House, Delhi-110054. The relevant details and eligibility criteria are given as under:-

Sl. No.	Post Code	Pay Level of retired official	Category	No. of posts	TOR (Terms of Reference) enclosed at	Contract duration/period
1.	2025/SAG/309	Level-12	Technical	01	Appendix-A	One year and extendable as per norms.

2. General Terms & Conditions: -

2.1 Experience

- a) Officers/Officials who have retired from Central/ State Govt, PSUs, Autonomous Bodies, Govt R&D Organizations possessing practical knowledge and experience in the field for which he/she is applying as per TOR.
- 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 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 amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed @ Rs. 5,000/-.

(b) For Govt. Employees retired under National Pension Scheme

- (i) **Remuneration:** An amount equivalent to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount remuneration.
- (ii) **Conveyance Allowance:** A fixed amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed @ Rs. 5,000/-.

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

Sr. No.	(Pay Scales of employees retired from PSUs)	Equivalent Pay Scales of 7 th CPC	Remuneration (Max)	Conveyance allowance
1.	80,000/- to 2,20,000/-	Level-12	60,000/-	5,000/-

(d) Other Allowances: Consultant 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) 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/her 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 applications in the enclosed format (Annexure-II) along with copy of documents as referred in the applications to the following address:

**The Director
Scientific Analysis Group (SAG)
Metcalf House Complex, Delhi-110054.**

4. The Terms and conditions of the contract is annexed as Appendix-I

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

List of Enclosures:

Enclosures	Subject/Matter
Appendix-A	Terms of Reference (Post Code: 2025/SAG/309) for Engagement of Consultants
Annexure-I	Terms and Conditions for engagement as Consultant in the Labs/Estt/Units of DRDO
Annexure-II	Performa for Application for engagement of Retired Govt employees as Consultant in SAG/DRDO

DIRECTOR, SAG

Terms of Reference (TOR) for Engagement of consultants (Post Code: 2025/SAG/309):

TERMS OF REFERNECE (TOR) FOR ENGAGEMENT OF CONSULTANTS

1. Whether the propose engagement is against vacant post or for specific work or project

"01 Post of Consultant to be filled by the individual superannuated/retired from the Pay Level-12 for specific work in SAG, Metcalfe House, Delhi-110054.

2. Precise statement of objectives for appointment of consultant:

Services of consultant is required for the execution of all kinds of Civil Works (Minor, Major, Special Repair etc – ongoing as well as forth coming), maintenance of civil infrastructure, E/M and B/R assets.

3. Category of Work

(a) Technical ☒ (b) Administrative/Secretarial work ☐

4. Pay level of consultant (at the time of retirement/superannuation): 12

5. Discipline or domains where engagement of consultant is required:

Consultant is required to have a sound experience in Civil Engineering to carry out works related activities smoothly within targests & deadlines framed by DRDO in efficient manner.

6. The expertise/skills/knowledge required for engagement as Consultant

- (i) Should be conversant for processing and execution of civil works having wide experience and exposure.
- (ii) Should be conversant for good communication & interpersonal skills, experience/knowledge for processing and execution of Civil Works.
- (iii) Should be conversant to deal all kind of civil works (Minor, Major and special Repair) required for research projects, maintenance of E/M and B/R assets and on day-to-day basis.
- (iv) Should be conversant to upkeep firefighting system in the office premises for the safety of resources and installations.
- (v) Should be conversant with safety manuals and fire standing orders approved by GoI/DRDO.

7. Outline of the tasks to be carried out

- (i) To deal all kind of matters regarding Civil Works including annual maintenance for Air Conditioners, Water Supply operation and maintenance, arboriculture work, liaison for defence land identification and marking.
- (ii) To prepare statement of case and board proceedings for research projects required to be submitted to HQ for admin approval.
- (iii) To supervise/liaise with MES for all kinds of activities of Civil Works.
- (iv) To scrutinize Civil Works completed by MES and subsequently hand over to user.
- (v) To prepared annual works programme for Civil Works.
- (vi) To arrange industrial and fire safety audits.
- (vii) To conduct work shop and demos for fire safety.

8. ESTIMATE TIME PERIOD REQUIRED FOR COMPLETION OF TASKS

The engagement of consultant will be purely on short terms contract basis. The initial engagement as Consultant would be for period 01 year, which may be extended depending upon the requirement of the office and performance review, but shall not be extending beyond 5 years from the date of superannuation or up to 65 years (whichever is earlier).

The engagement of Consultant would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy in SAG.

**TERMS AND CONDITIONS FOR ENGAGEMENT AS CONSULTANT IN THE
LABS/ESTT/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/ Estt/ Dte, where he/she is engaged.
2. The working hours would be that of the working hours of the Lab/ Estt/Dte 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 enter in to the Contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per Para 6 of Government of India, Ministry of Defence, Department of Defence Research & Development Letter No. DHRD/DRDO CONSULTANT/GUIDELINES/E/685/D(R&D)/2022 Dated 06.07.2022. The remuneration for services rendered in a month shall be payable in sub sequent 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, 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 SAG/DRDO****Application for Post Code****(Please mention Post Code):** _____

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 :
Mobile Number :
Contact No (Landline) :
10. Educational Qualification :
(Graduation onwards)
11. Areas of Research :

(For Scientific Technical 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	From	To	Subject 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 & 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 Consultant.

(Signature of Applicant)

Name:

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 (PPO)
4. Copy of Proof of Educational Qualification
5. Copy of Service Verification Certificate