



॥ उड्डय सुरक्षित ॥

FLY SAFE - FLY HIGH

Government of India

Ministry of Defence

Defence Research & Development Organisation (DRDO)  
Centre for Military Airworthiness & Certification (CEMILAC)  
Marathahalli Colony, Bengaluru - 560 037

Advt No.: CEMILAC/5921/HRD/MPM (Retd)

Dated: 06 Jan 2026

**Sub: Engagement of Retired Government Officials as Consultant on Contract basis in CEMILAC, DRDO inviting applications thereof - reg.**

1. CEMILAC, 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:

S/ No	Post Code	No. of Posts	Pay Level of Retired Official	Category	Post Specific Terms & Conditions	Unit & Location
(i)	2025 / CEMILAC / RCMA (Air Armament, Pune) / 250	1	13A	Technical	Refer <a href="#">Annexure - 1</a>	RCMA (Air Armament), Pune
(ii)	2025 / CEMILAC / RCMA (Kanpur) / 251	1	13	Technical	Refer <a href="#">Annexure - 2</a>	RCMA (Kanpur), Kanpur
(iii)	2025 / CEMILAC / RCMA (Aircraft, Bangalore) / 253	1	12 / 12A	Technical	Refer <a href="#">Annexure - 3</a>	RCMA (Aircraft), Bangalore
(iv)	2025 / CEMILAC / RCMA (Chandigarh) / 254	1	12 / 12A	Technical	Refer <a href="#">Annexure - 4</a>	RCMA (Chandigarh), Chandigarh
(v)	2025 / CEMILAC / RCMA (Koraput) / 255	1	12 / 12A	Technical	Refer <a href="#">Annexure - 5</a>	RCMA (Koraput), Koraput
(vi)	2025 / CEMILAC / RCMA (Nasik) / 257	1	11	Admin	Refer <a href="#">Annexure - 6</a>	RCMA (Nasik), Nasik
(vii)	2025 / CEMILAC / RCMA (Hyderabad) / 258	1	11	Admin	Refer <a href="#">Annexure - 7</a>	RCMA (Hyderabad), Hyderabad

(i) **Tenure of Contract:** Initially One year, extendable for second year as decided by the competent authority.

(ii) **Experience:**

(a) 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 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.
- (iii) **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.
- (iv) **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 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 as: Rs. 5,000/- for Pay Levels 12 & 13/13A and Rs. 3,000/- for Pay Level 11.
- (b) **Remuneration and conveyance allowance for Govt. Employees retired under National Pensions 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 the 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: Rs. 5,000/- for Pay Levels 12 & 13 /13A and Rs. 3,000/- for Pay Level 11.
- (c) **Remuneration and conveyance allowance for Non-pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

Pay Scales (Pay Scales of Employees Retired from PSUs)	* Equivalent Pay Scales of 7 <sup>th</sup> CPC	Remuneration	Conveyance Allowance
Rs.70,000 - Rs.2,00,000/-	Level 11	Rs. 50,000/-	Rs. 3,000/-
Rs.80,000 - Rs.2,20,000/-	Level 12	Rs. 60,000/-	Rs. 5,000/-
Rs.90,000 - Rs.2,40,000/-	Level 13 / 13A	Rs. 60,000/-	Rs. 5,000/-

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

2. Interested eligible **retired officials** of Central Government / State Government / PSU / Autonomous Bodies may submit their applications in the enclosed format ([Appendix-A](#) word document is enclosed) along with copy of documents as referred in the application to the Chief Executive (Airworthiness), CEMILAC. The address is as follows:

The Chief Executive (Airworthiness)  
Centre for Military Airworthiness and Certification (CEMILAC)  
DRDO, Ministry of Defence  
Govt. of India, Marathahalli Colony Post  
BENGALURU - 560 037  
Phone No.: 080-25121049 / 1108  
Fax: 080-25235131

3. **Candidates applying for more than one Post Code required to submit separate application for each Post Code.**
4. The applications (*pdf duly signed and annexed word document duly filled*) can also be sent by **e-mail: [hrd.cemilac@gov.in](mailto:hrd.cemilac@gov.in)** with the subject line “**Application for Consultant**”. Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation to individual. The CEMILAC, DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The broad terms and conditions of the contract is annexed (**Refer [Appendix-B](#)**) which is also required to be submitted along with [Appendix-A](#).
6. **Cutoff date for receipt of application is 26 Jan 2026.**

**List of Enclosures:**

Enclosure	Subject
<a href="#">Annexure - 1</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Air Armament, Pune) / 250
<a href="#">Annexure - 2</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Kanpur) / 251
<a href="#">Annexure - 3</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Aircraft, Bangalore) / 253
<a href="#">Annexure - 4</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Chandigarh) / 254
<a href="#">Annexure - 5</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Koraput) / 255
<a href="#">Annexure - 6</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Nasik) / 257
<a href="#">Annexure - 7</a>	Terms of Reference for post code 2025 / CEMILAC / RCMA (Hyderabad) / 258
<a href="#">Appendix - A</a>	Terms and Conditions of the Contract
<a href="#">Appendix - B</a>	Proforma of Application

**Sd/-**  
**Chief Executive (Airworthiness)**  
**CEMILAC, Bengaluru**

\*\*\*\*\*

Post Code	2025 / CEMILAC / RCMA (Air Armament, Pune) / 250
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Air Armament), Pune
Category	Technical (Chemical / Mechanical)
Pay Level of Retired Official	Level 13A
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: B.E / B. Tech / equivalent in Chemical / Mechanical Engineering

Desirable Qualification: Higher Qualification preferable

**B. The Expertise/Skills/knowledge required for engagement as consultant**

- Evaluation and analysis of output results when tested in rig / testbed / systems
- Documentation of results, analysis and interpretation from airworthiness point of view
- Familiarity with Airworthiness procedures and requirements

**C. Outline of the tasks to be carried out**

- Certification of Systems & subsystems of (a) Propulsion System (b) Warhead system (c) Pre-Fragmented Bomb (d) Deep Penetration Warhead
- To provide consultancy in the certification and design evaluation of Indigenous designs and formulating Test adequacy matrix

Post Code	2025 / CEMILAC / RCMA (Kanpur) / 251
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Kanpur), Kanpur
Category	Technical (Material Science / Polymer Science / Textile / Mechanical)
Pay Level of Retired Official	Level 13
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: B.E / B.Tech / equivalent in Material Science / Polymer Science / Textile / Mechanical Engineering

Desirable Qualification: Higher Qualification preferable

**B. The Expertise/Skills/knowledge required for engagement as consultant**

- Design knowledge of material used in fabrication of non-metallic components such as rubberized seal, fabric reinforced hoses, washer for high temperature usage
- Selection of textile / metallic material during design phase of various parachute system
- Lifing study of the non-metallic components

**C. Outline of the tasks to be carried out**

- Selection of material during development of various aircraft components, acceptance criteria for any deviation in the specified material, generating material specification from reverse technique, life assessment of non-metallic items
- To provide consultancy in the certification and design evaluation of Indigenous designs and formulating Test adequacy matrix

Post Code	2025 / CEMILAC / RCMA (Aircraft, Bangalore) / 253
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Aircraft), Bangalore
Category	Technical (Aeronautical / Mechanical)
Pay Level of Retired Official	Level 12 / 12A
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: B. E / B.Tech in Aeronautical / Mechanical Engineering

Desirable Qualification: M. E / M.Tech in Aeronautical / Mechanical Engineering

**B. The Expertise/Skills/knowledge required for engagement as consultant**

B.E / B.Tech / M.E / M.Tech in Aeronautical / Mechanical Engineering with more than 20+ years of experience in the field of Design, Analysis, Testing, Repair of airframe / aircraft structural components including Aero-elasticity analysis

**C. Outline of the tasks to be carried out**

On LCA AF Mk1, LCA Mk1A, Mirage-2000, Jaguar, Hawk Mk-132 and Kiran Mk1/1A, Mk-II and AEW&C Aircraft. The scope of work / task will be as follows:

- Design / Stress Analysis of Airframe and Structural Components
- Finalization of Qualification Test Schedule for Airframe and Structural Components
- Flutter and related Aero-elasticity analysis
- Structural Repair Scheme finalization

Post Code	2025 / CEMILAC / RCMA (Chandigarh) / 254
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Chandigarh), Chandigarh
Category	Technical (Electronics)
Pay Level of Retired Official	Level 12 / 12A
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

**Post Specific Terms of Reference (TOR) for Engagement of Consultant****A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: B.E / B.Tech / Diploma in Electronics Engineering

Desirable Qualification: M.E / M.Tech in Electronics Engineering

**B. The Expertise/Skills/knowledge required for engagement as consultant**

- Individual with sufficient experience (Minimum 10 years) in Design / Certification / Maintenance of Airborne Electronics Systems.

**C. Outline of the tasks to be carried out**

- Finalization of Airworthiness Certification Plan
- Formulation of Airworthiness Requirements for Modification
- Participation in TARBs
- Finalization of Technical Specification
- Finalization of Qualification Test Schedules
- Evaluation of Test Reports
- Evaluation of Design Drawings

Post Code	2025 / CEMILAC / RCMA (Koraput) / 255
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Koraput), Koraput
Category	Technical (Electrical)
Pay Level of Retired Official	Level 12 / 12A
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

#### **A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: B.E / B.Tech / Diploma in Electrical Engineering

Desirable Qualification: Higher Qualification preferable

#### **B. The Expertise/Skills/knowledge required for engagement as consultant**

- Evaluation and analysis of output results when tested in rig / testbed / systems
- Documentation of results, analysis and interpretation from airworthiness point of view

#### **C. Outline of the tasks to be carried out**

- Support to Indigenization, Lifting and studies in electrical aggregates and sensors
- To provide consultancy in the certification and design evaluation of Indigenous designs and formulating Test adequacy matrix



Post Code	2025 / CEMILAC / RCMA (Nasik) / 257
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Nasik), Nasik
Category	Admin
Pay Level of Retired Official	Level 11
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

#### **A. Discipline or domain, where engagement of Consultant is required**

Domain experience in Admin & Accounts in any Central Govt. Establishment / PSUs

#### **B. The Expertise/Skills/knowledge required for engagement as consultant**

- Relevant working experience on Office Admin Matters, CCS Rules and GFR

#### **C. Outline of the tasks to be carried out**

##### **ADMIN SECTION :**

- Service Book Entry i.e. employee service particulars like Promotion, Pay Fixation, LTC, MACP & Leave etc. in Service Book of officers and staff, entry in all auditable registers etc.
- 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).

##### **ACCOUNTS SECTION :**

- Cash Book Entry (Public Fund and Imprest Account), Preparation of Monthly Expenditure Report (MER), Cash disbursement and correspondence related to Budget (for requirement and intimation of its status), Budget reports preparation of forecast and current Budget estimates.
- Preparation of Bills of LP / Stores, Misc, TA-DA Advance, final claim, Pay & Allowances bills such as Pay bills, Arrears of Pay, GPF Withdrawal, Children education allowance, News Paper allowance, Medical, Training, Residential Telephone Bill Allowance, LTC (Leave Travel Concession) etc.
- Compiling Income Tax data on Quarterly basis, Verification and preparation of Income Tax Statement (Provisional and Final) and issuance of Form - 16 etc.

Post Code	2025 / CEMILAC / RCMA (Hyderabad) / 258
Advt No.	Advt No. CEMILAC/HRD/5921/MPM(Retd)
No. of Posts	01
Lab/Estt (work place)	RCMA (Hyderabad), Hyderabad
Category	Admin
Pay Level of Retired Official	Level 11
Maximum Remuneration	<a href="#">As per para 1- iv</a> of Advt No. CEMILAC/HRD/5921/MPM(Retd)
Contract/Duration/Period	Initially one year (extendable for second year, as decided by the Competent Authority)
Application Format	<a href="#">Appendix-A</a>
Terms and conditions of the contract	<a href="#">Appendix-B</a>
Closing date	26 Jan 2026

### **Post Specific Terms of Reference (TOR) for Engagement of Consultant**

#### **A. Discipline or domain, where engagement of Consultant is required**

Essential Qualification: Any Graduation

Desirable Qualification: Higher Qualification is preferable

#### **B. The Expertise/Skills/knowledge required for engagement as consultant**

- Relevant working experience on Office Admin Matters, CCS Rules and GFR

#### **C. Outline of the tasks to be carried out**

##### **ADMIN SECTION :**

- Service Book Entry i.e. employee service particulars like Promotion, Pay Fixation, LTC, MACP & Leave etc. in Service Book of officers and staff, entry in all auditable registers etc.
- 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).

##### **ACCOUNTS SECTION :**

- Cash Book Entry (Public Fund and Imprest Account), Preparation of Monthly Expenditure Report (MER), Cash disbursement and correspondence related to Budget (for requirement and intimation of its status), Budget reports preparation of forecast and current Budget estimates.
- Preparation of Bills of LP / Stores, Misc, TA-DA Advance, final claim, Pay & Allowances bills such as Pay bills, Arrears of Pay, GPF Withdrawal, Children education allowance, News Paper allowance, Medical, Training, Residential Telephone Bill Allowance, LTC (Leave Travel Concession) etc.
- Compiling Income Tax data on Quarterly basis, Verification and preparation of Income Tax Statement (Provisional and Final) and issuance of Form - 16 etc.

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

- 1) Post Code :
- 2) Name in Full :
- 3) Date of Superannuation :
- 4) Designation at the time of Superannuation :
- 5) Basic Pay & Grade Pay / Pay Level at the time of Superannuation. :
- 6) Name of the Organization last served with Address. :
- 7) Date of Birth :
- 8) Age (As on closing date of advertisement) :
- 9) Gender (Male / Female) :
- 10) Address for Correspondence :

Email :

Contact No (Landline) : Mobile No :

- 11) Educational Qualification (Graduation onwards) :

- 12) Areas of Research :

*(for Scientific / Technical posts)*

Area of Specialization  
*(for Admin Posts) :*

- 13) 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)

- 14) Complete list of published books / monographs :  
Research papers etc. *(for Scientific /  
Technological posts only)*
- 15) Details of Knowledge of Computer :
- 16) 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 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. Aadhar Card - for Identity & Address Proof
2. PAN Card
3. Copy of P.P.O
4. Copy of proofs of Educational Qualifications
5. Copy of Service Verification Certificate

**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 / Estts / Unit, where he is engaged.
2. The working hours would be that of the working hours of 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 into 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, 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.
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.

(Signature of the Applicant)

Name:

Date & Place:

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

- 1) Post Code :
- 2) Name in Full :
- 3) Date of Superannuation :
- 4) Designation at the time of Superannuation :
- 5) Basic Pay & Grade Pay / Pay Level at the time of Superannuation. :
- 6) Name of the Organization last served with Address. :
- 7) Date of Birth :
- 8) Age (As on closing date of advertisement) :
- 9) Gender (Male / Female) :
- 10) Address for Correspondence :

Email :

Contact No (Landline) : Mobile No :

- 11) Educational Qualification (Graduation onwards) :

- 12) Areas of Research :

*(for Scientific / Technical posts)*

Area of Specialization  
*(for Admin Posts) :*

- 13) 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)

- 14) Complete list of published books / monographs :  
Research papers etc. (*for Scientific /  
Technological posts only*)
- 15) Details of Knowledge of Computer :
- 16) 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 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. Aadhar Card - for Identity & Address Proof
2. PAN Card
3. Copy of P.P.O
4. Copy of proofs of Educational Qualifications
5. Copy of Service Verification Certificate

**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 / Estts / Unit, where he is engaged.
2. The working hours would be that of the working hours of 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 into the contract agreement with DRDO.
5. 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.
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.

(Signature of the Applicant)

Name:

Date &Place: