



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Naval Physical and Oceanographic Laboratory
Thrikkakara P.O., Kochi - 682 021

Advt. No. NPOL/A/RAC/Consultants/01/2025

Dated: 10 June 2025

CIRCULAR

Subject: Engagement of retired Government officials as Consultant on contract basis in NPOL (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 Consultants on short term contract basis, to be positioned in **Naval Physical and Oceanographic Laboratory located at Kochi**. The relevant details and eligibility criteria are given below:

Post Code	No. of Consultant	Pay Level in which consultant is required	Category	Terms of Reference (TOR) enclosed at	Contract duration/period
2025/NPOL/280	01 (one)	Level-11	Technical	Annexure-I	Initially for one year and extendable as per norms

2. General Terms & Conditions:

Experience:

- Officers/Officials who have retired from Central/ State Government / 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 Terms of Reference for the position.
- 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.

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.

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 terms 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 at Rs. 3000/-.

(b) **For Non-Pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

Post Code	Pay Level of the position	Equivalent Pay Scales of Employees retired from PSUs	Consolidated remuneration per month	Conveyance Allowance
2025/NPOL/280	Level 11	Rs. 70,000 - Rs. 2,00,000	Rs. 50,000/-	Rs. 3,000/-

(c) **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 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 at Rs. 3000/-

(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 he/she requires 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.

3. 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. The broad terms and conditions of the contract is annexed at **Annexure – II**.

4. Interested and eligible retired officials of Central Government/ State Government/ PSU/ Autonomous bodies may submit their duly completed applications in the format enclosed at **Annexure - III** along with signed copy of Terms of Reference (Annexure-I) as a declaration of fulfilling the eligibility and self-attested copy of documents as referred in the application to the Director, NPOL (DRDO), Thrikkakara P.O, Kochi - 682 021, 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.npol@gov.in within the above stipulated period.

List of Enclosures:

Enclosure	Subject/Matter
Annexure - I	Terms of Reference for Post Code 2025/NPOL/280
Annexure - II	Broad Terms and Conditions of the Contract
Annexure - III	Proforma of Application

**DIRECTOR
NPOL, KOCHI**

**Government of India
Ministry of Defence
DRDO**

Terms of Reference (TOR) for Engagement of one Consultant (Level – 11)

(i) Whether the proposed engagement is against for specific work :
For specific work in airborne sonar project of NPOL.
(ii) Precise Statement of Objectives for appointment of Consultant:
To utilize the expertise, experience and domain knowledge of the consultant in the design and development of hydraulic system, transmission system and structures of the airborne winch system.
(iii) Category of work : Technical work
(iv) Pay Level of the consultant (at the time of retirement / superannuation) : Level – 11
(v) Discipline or domain, where engagement of consultant required:
<ul style="list-style-type: none"> (a) Diploma in Mechanical Engineering. (b) Expertise in design, 2D drafting, Monitoring of manufacturing & assembly, upkeep of hydraulics systems.
(vi) The expertise / skills / knowledge required for engagement as consultant :
<ul style="list-style-type: none"> (a) Experience in development and testing of airborne winch system. (b) Experience in scrutiny of drawing of winch system. (c) Experience in maintenance and upkeep of hydraulic systems. (d) Expertise in development and maintenance of test jigs and fixture of airborne winch system. (e) Expertise in generation of documents like design, specification, FATS, qualification etc. (f) Experience in carrying out porting of EM connectors.
(vii) Outline of the tasks to be carried out:
<p>The consultant is supposed to carryout following tasks-</p> <ul style="list-style-type: none"> (a) Assistance in finalization of configuration design of development of airborne winch system (b) Generation and vetting of engineering drawings of airborne winch system (c) Integration and testing of Hydraulic Components (d) Generation of drawings of test fixtures & jigs and their realization (e) Testing of mechanical systems as per test plan. (f) Generation of installation document of airborne winch system (g) Generation of installation plan for airborne winch system onboard helicopter (h) Upkeep and maintenance of hydraulic power pack
(viii) Estimated time period required for completion of Tasks:-
Approximately 2 years. Since the tasks proposed are ongoing continuous activities, exact time frame starting and end time cannot be specified. Engagement will be for one year and extendable as per norms

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 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 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 calender 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 Consultant is of a temporary (non-official) nature against the specific jobs.

Declaration

I.....(Name of the Consultant), S/ohereby agree unconditionally with all above referred Terms & Conditions for engagement as Consultant in DRDO.

(Signature of the Applicant)

Name :

Date:

Place:

Post Code: _____ Annexure III

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 (Landline):

Mobile No:

- 10 Educational Qualification (Graduation onwards)
- 11 Areas of Research
(for *Scientific/Technical* posts)
- 12 Complete records 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 circular and ready to accept all the terms and condition for engagement of Consultants.

(Signature of the Applicant)

Date: _____

Following document 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 Qualification
5. Copy of Service Verification Certificate